



Building better lives.
One job at a time.

America's **JobCenter**
of CaliforniaSM

Guest Speaker

Catherine Morgan

“Productivity: The Secret Sauce”

Who doesn't need to squeeze more productive time out of their day? And have you ever noticed that when you have too much time, nothing gets done? Please join us for a lively and interactive session on how you can be more productive every day. This workshop will give you actionable tips that you can use immediately. We will cover:

- How to stay focused on your job search
- How to find more time in your day
- How to prioritize and do the right things
- How to get going when your get-up-and-go got up and went
- How to manage overwhelm

Catherine Morgan is a professional speaker and the founder of Point A to Point B Transitions Inc. (<http://pointatopointbtransitions.com>), a virtual provider of coaching services to individuals who are in career transition. Services include resume and job search strategy development, as well as interview question coaching, career envisioning, and accountability.

Thursday
May 1, 2014
1:30 – 3:00pm
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