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## Where Does the Time Go? Practical Time Management Tools August 5, 2008

LAC Department of Public Health,  
Health Education Administration Offices

Trainer: **Allison Kamerman, MS**

- 1:30 p.m.
- **Welcome**
  - **Techniques to Improve Time Management**
    - Beating Procrastination
    - Prioritized To Do Lists (with Group Exercise)
    - Setting Timelines
    - Delegation
    - Goal Setting
    - Other Time Management Considerations
  - **Effective Scheduling** (with Group Exercise)
  - **Managing Distractions**
  - **Team Effectiveness and Efficiency**
    - Team Roles
    - Effective Teams
    - Effective Meetings
    - Micromanagement
    - Conflict and Conflict Resolution
  - **Q & A; Wrap Up**
- 4:00 p.m.
- **Evaluation and End**

**Allison Kamerman, MS**, is the Center Administrator of the UCLA Center for Public Health and Disasters with overall responsibility of the Center's administrative and financial functions. She manages over \$3 million in contracts and grants, oversees all personnel operations including supervising all administrative staff, and works collaboratively with the University and funding sources to ensure budgets and deliverables are met. She has over fifteen years of experience in project management and administration, and she has been managing the UCLA Center for Public Health and Disasters for over five years. Allison has also worked at the UCLA Anderson School of Management in Marketing and Communications, where she collaborated on the customer relationship management task force to develop a comprehensive database and content management system for the school and the brand identity task force to develop consistent communications strategies for the school. Prior to coming to UCLA, she was the Program Manager for the Publications Directorate of the American Geophysical Union in Washington, D.C. Ms. Kamerman received her B.S. in Physical Education with concentrations in Corporate Wellness and Nutrition and a minor in Psychology from California Polytechnic State University, San Luis Obispo, California. She received her M.S. in Applied Behavioral Science with concentrations in Organizational Development and Management from The Johns Hopkins University, School of Professional Studies.