



Friday, April 15, 2016  
12:00-1:00 p.m., EDU 356 (College of Education, 3<sup>rd</sup> Floor)



*Bring your lunch and we will provide dynamic discussions about evaluation.*

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Email is one of the most prevalent forms of communication- it is fast, efficient and immediate. However, this leaves many of us all with full email inboxes that we are using to drive our work. This workshop will show how one evaluator gained control of her email inbox, increased her productivity and created automatic to-do lists using an established process combined with free computer apps.

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