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**FOR IMMEDIATE RELEASE**

**Fox Cities Chamber Partners with Fox Valley Technical College to offer Time Management Seminar**

*Discounted rate available exclusively to Fox Cities Chamber members*

**APPLETON, Wis. (August 29, 2019)** – The [Fox Cities Chamber](#) is partnering with [Fox Valley Technical College](#) to offer a seminar that provides attendees with important time management skills when all of your projects are a top priority.

This seminar, *'Managing Multiple Priorities'*, outlines development strategies to better prioritize and focus on one item at a time —whether it's coaching a struggling employee or managing your own workload. Attendees can expect to learn focus strategies for effective time management as well as methods to create an action plan for success.

The afternoon seminar will be offered on Friday, October 11, 2019 from 12:30 p.m. – 3:30 p.m. at Fox Valley Technical College's D.J. Bordini Center. The seminar is open to the public; however, an exclusive discount is available to Fox Cities Chamber members.

All materials and refreshments will be provided to attendees for \$184. Fox Cities Chamber members are being offered an exclusive rate of only \$150. For more information, please visit [foxcitieschamber.com](http://foxcitieschamber.com).

**Seminar attendees will learn to:**

- Identify priority roles in your life
- Apply a time management model
- Conduct an analysis of current time management
- Practice weekly steps to effective personal management
- Distinguish between when multi-tasking is helpful and when inefficient
- Set criteria for selecting competing priorities
- Recognize barriers and learn strategies for effective delegation
- Develop a personalized strategy to manage time and priorities

*'Managing Multiple Priorities'* is being offered at Fox Valley Technical College in the D.J. Bordini Center at 5 N. Systems Drive in Appleton. For questions, please contact Tonya Boelter, Senior Director of Community Engagement, by email [tboelter@foxcitieschamber.com](mailto:tboelter@foxcitieschamber.com) or phone (920) 734-7101.

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### **About Fox Cities Chamber of Commerce**

The Fox Cities Chamber of Commerce captures the energy of one of Wisconsin's most dynamic regions and transforms it into innovative programs and services for its business members. The Fox Cities Chamber serves all of the Fox Cities communities within the counties of Outagamie, Calumet and the northern portion of Winnebago. The Fox Cities Chamber plays a leadership role in regional economic development efforts in Northeastern Wisconsin. For more information, visit [www.foxcitieschamber.com](http://www.foxcitieschamber.com).