



Get Organized! Practical Strategies for Work and Home

Friday, November 9, 2018

3:00 p.m. – 4:00 p.m.

Speakers

Tom LaForce, MBA

Session Objectives

At the conclusion of this session, attendees will be able to:

1. Describe common activities that use up your time
2. List tips to organize your work and maximize your time
3. Apply 1 new strategy to work more efficiently

Conflict of Interest/Financial Disclosure

The planners and speaker(s) have disclosed the following financial relationships and/or conflicts of interest:

Tom LaForce, MBA	None
Lisa Munson, CVA, MPNA	None
Jackie Foster, MPH, RN, OCN	Pfizer, Stock Ownership (spouse)
Luzmary Alvarez	None

Hollie Devine, MSN, ANP-BC, AOCNP	None
Lara Rauchwater	None