



Stress and Time Management



For Educational Support Professionals (ESP), but not limited to ESP.

This workshop explores a variety of time management principles and strategies that may be used to improve the quality of your personal and professional lives. We will explore the principles of stress management, including strategies to improve resiliency, renew energy and create a stress-free work environment. The session will provide opportunities for sharing stress management techniques and creation of a personal stress management toolkit.

**Wednesday
November 15th**

The Conference Center at MCCC
1200 Old Trenton Road
West Windsor, NJ

- 4:00 - 5:00 PM Dinner and Registration
- 5:00 - 7:00 PM Workshop

Cost per member is \$15.00 (Your payment will be refunded upon completion of your Workshop!)

Registration and cost due by November 8th to the MCEA office (may fill sooner, so be quick)

Dear MCEA Member,

Please **DO NOT** send anyone in your place - if you know of someone who wants to attend, they **MUST CALL THE MCEA office** to see if we have room to accommodate them. **Maximum number of attendees is 60.** Thanks!!

Antionette Hopkins, MCEA ESP Committee Chair

Please send your cash/check/money order
(**NO Purchase Orders**), payable to MCEA, to:

MCEA
3131 Princeton Pike Office Park, Bldg. 4A, Suite 201
Lawrenceville, New Jersey 08648

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Please **PRINT**. Fill in all fields of information.

Member _____

Local Association _____

Preferred Email Address: _____

Preferred Phone number() _____

(No refunds will be issued after 11/8/17)

**PLEASE
NOTE:**

Certificates of Attendance will be issued.

All confirmations for attendance will be sent via E-mail.