



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



FREE WORKSHOP SERIES

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

Evaluating Your Inbox: Email Processing and Management Tips for Busy Evaluators

Alyson Busse, M.A.

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.

For More Information:

Web: <http://www.coedu.usf.edu/gce>

Email: liliana@usf.edu or call Dr. Liliana Rodríguez at 813-974-3220

Call for Workshop Proposals:

We are seeking presenters on a broad array of topics at the national, state, and local levels.

For disability related accommodations, please contact Mrs. Jody Duke at 813-974- 8351 or vduke@usf.edu.
For parking directions, please visit the parking services website (www.usf.edu/parking_services) or stop at the main USF campus entry/information booth (off Fowler Ave).