



## Commander Navy Region Hawaii Human Resources Office Course Announcement

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<b>Course:</b>	<b>HANDLING MULTIPLE PRIORITIES</b>
<b>Target Audience :</b>	<b>ALL CIVILIAN EMPLOYEES AND MILITARY SERVICE MEMBERS</b>
<b>Length:</b>	One day      8:00 a.m. To 4:00 p.m.)
<b>Date(s):</b>	<b>17 July 2013</b>
<b>Location:</b>	To be determined ( <i>Insert in SF-182, Section B, Block 1b</i> )
<b>Cost:</b>	<b>\$130</b>
<b>Course Description:</b>	<p>The ability to control your time and manage your workload is one of the most powerful skills you can ever develop. This program is designed on the premise that "it is not lack of time but lack of direction." The program emphasizes time as an important investment and how this investment can be made more efficient in small ways. This program will also help you identify major time robbers, establish goals and priorities to manage your workload more effectively, and modify behavior patterns to improve productivity and time use.</p> <p>Upon completion of this program, participants should be able to:</p> <ul style="list-style-type: none"><li>• Use goal setting to develop a sense of control over time</li><li>• Identify major time robbers and barriers to efficient work</li><li>• Schedule and organize work for greater productivity and efficiency</li><li>• Modify behavior patterns to improve productivity and time use</li><li>• Develop strategies for overcoming the negative results of procrastination</li><li>• Handle multiple tasks effectively</li><li>• Cope with high pressure situations by controlling events</li><li>• Achieve more in less time with less effort</li><li>• Avoid taking stress out on the important people in their life</li></ul>
<b>Nomination Process:</b>	To register, FAX or scan and e-mail a copy of the approved and properly executed SF-182 to Bryan & Bryan Associates, REGISTRAR by the nomination deadline. <i>Questions should be addressed directly to Bryan &amp; Bryan Associates, REGISTRAR. Confirmation letters will be sent by e-mail. <b><u>Please provide Point of Contact's name, phone number and e-mail address.</u></b> (<i>Insert in SF-182, Section B, Block 19</i>)</i>
<b>Nomination Deadline:</b>	<b>18 June 2013</b>
<b>Vendor:</b>	Bryan & Bryan Associates, 3521 105th Place SE, Everett, WA 98208 ( <i>Insert in SF-182, Section B, Block 1a</i> )
<b>Payment Method:</b>	DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. DOD activities are to include in <i>Section B, Block 19, of the SF-182</i> the statement " <b>Payment by</b>

**government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.** Purchase card issues should be discussed with the vendor at (425)337-1838. *Registrations will not be accepted without the purchase card payment information.*

A non-DOD organization/agency, in accordance with agency policy and procedures, may pay by credit card or by another arrangement as discussed with the vendor. If by credit card, the cardholder must include the same cardholder information. *(Insert in SF-182, Section B, Block 19)*

**CANCELLATIONS WITHOUT FULL CHARGE TO THE NOMINATING ORGANIZATION WILL BE ACCEPTED ONLY UP TO 30 DAYS BEFORE THE COURSE START DATE.**

**For Further Information:** Bryan & Bryan Associates  
REGISTRAR: Bryan & Bryan Associates  
Telephone: (425)337-1838, FAX (425) 338-4509  
E-mail Address: bandb@bryanandbryanassoc.com  
  
Course Manager: Judy Aranaydo, HRO CNRH  
Telephone: (808)471-1723

**SAID Code:** 15000 *(Insert in SF-182, Section B, Block 19)*

For further information concerning selection, payments, and cancellation procedures, see [https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp\\_a129357.pdf](https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a129357.pdf)