



SMART BUSINESS SERIES

SPONSORED BY  Eastern Bank

Wednesdays, October 16, October 30 & November 13, 8:00-10:00 a.m.
Greater Dover Chamber of Commerce Conference Room, Dover, NH

Entire Series (3 Sessions): \$40 for Chamber members | \$75 for not-yet Chamber members
Single Session: \$15 for Chamber members | \$35 for not-yet Chamber members

There is never enough of it, and you can't make any more of it, so why not learn how to manage it? This year's Smart Business Series, sponsored by Eastern Bank, will focus on how to best manage your time. From using the right resources, to finding a home/work-life balance, this three-part series will explore a variety of ways to make better use of your time.

Urgent vs. Important: How to Know the Difference | Wednesday, October 16, 8:00-10:00 a.m.

Topics Covered:

- ❖ How to prioritize
- ❖ Short-term and long-term goal setting
- ❖ Tips & tricks to getting organized

Staffing Do's: Being Resourceful with Your Resources | Wednesday, October 30, 8:00-10:00 a.m.

Topics Covered:

- ❖ Understanding what staffing resources you have
- ❖ Alternative benefits for employees
- ❖ The importance of a good training program

Finding Balance: Knowing When and How to Unplug | Wednesday, November 13, 8:00-10:00 a.m.

Topics Covered:

- ❖ How to self-motivate
- ❖ Best practices for stress management
- ❖ Finding that work/life integration

Series Speakers Include:

- ❖ Jim Horne, *Beacon Business Coaching*
- ❖ Christine DeAngelis, *Epiphany Consulting Group*
- ❖ Andrew Clark & Marielle Ceresa, *Upright Acupuncture & Wellness*
- ❖ Pamela Thomas, *UNH Dept. of Health Management & Policy*
- ❖ Kelly Aho & Alexis Hall, *Bonney Staffing Center*
- ❖ Angela Carter, *Calypso Communications*
- ❖ Holly Stark, *Human Resource Partners*

For more information contact the Dover Chamber at 603-742-2218 or
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