



# FOUNDATIONS OF PROFESSIONALISM

## A Virtual Time Management Workshop

The Foundations of Professionalism—A Virtual Time Management Workshop series will give students the tools of mentorship and time-management, helping them to manage their time to be successful in their Mildred Elley classes. All workshops will be hosted on TEAMS and will last approximately 45 minutes. Readings and course materials will be provided in the workshop sessions. Students are encouraged to reach out to [asapcounseling@mildred-elley.edu](mailto:asapcounseling@mildred-elley.edu) for more information regarding these virtual workshops, the schedule, and any other questions or comments.

**OCT. 18<sup>TH</sup>, 2023**  
**5:00 PM**

**Managing Your  
TEAS Time**

*Preparation, test-wise-  
ness, and test-anxiety*

**CLICK TO  
JOIN HERE!**

**OCT. 25<sup>TH</sup>, 2023**  
**5:00 PM**

**Holistic Time  
Management**

*Balancing Your Personal  
and Academic Time*

**CLICK TO  
JOIN HERE!**

**NOV. 1<sup>ST</sup>, 2023**  
**5:00 PM**

**Short-Term and  
Long-Term Planning**

*The Value of a  
Lifetime: Annual,  
Weekly, and Daily Time*

**CLICK TO  
JOIN HERE!**

**NOV. 8<sup>TH</sup>, 2023**  
**5:00 PM**

**Digital Literacy,  
Managing Your Tab-Time:**

*Literacy as Speed = Speed  
as Saving Time*

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JOIN HERE!**

Contact the ASAP team with questions: [ASAPcounseling@mildred-elley.edu](mailto:ASAPcounseling@mildred-elley.edu)