

Dear Friends,

Thanks for registering for the Workflow Management Boot Camp daylong coming up Monday, April 15th, at Animal Care Expo. We can't wait to see you!

To maximize our time together, we have a two pre-daylong assignments for you to complete. Don't worry – these are easy, and very worthwhile!

- **Track your time!** --- We know you're busy, but this is really important. Over at least a one-week period prior to our session, track how you spend your time, particularly at work. Dr. Kate Hurley has kindly [shared her template in Excel](#) for anyone who wants to use it. Or, you can use a free app like ToggI, or even pen and paper if you want to keep it simple! The key is it to log everything you do by time over one-week so you can look for patterns to increase your efficiency.
- **Join our private Facebook group** (<https://www.facebook.com/groups/2019shelterbootcamp/>) that is JUST for participants of this daylong! Join the conversation, get support, and make new friends who will be will you for this session at Expo. If you want to get started by introducing yourself, where you work, what prompted you to sign up for this daylong, and/or share your expectation style results, we'd love to get to know you!

Questions? We're here for you!

See you in a couple weeks,

Your Partners in C4C,



Dr. Kate Hurley



Dr. Jyothi Robertson



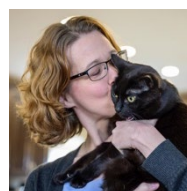
Dr. Cindi Delany



Lisa Bassi



Laura Maloney



Betsy McFarland