



Task Overload! When It's Just Too Much!

Aligning Task Management with Purposeful Planning

Speaker:

Mishirika Scott, MBA, PMP

A Virtual Meeting:

Date: Thursday, January 28, 2021

Time: 5:30PM (Pacific Time) to 6:00PM, Virtual Networking, 6:00 PM to 8:00 PM Presentation, Q&A

Zoom Webinar

Registration in advance on Zoom IS REQUIRED.

Use this link to register: https://rebrand.ly/aitpla_task_overload

Task Overload! When It's Just Too Much

When unwelcome change, conflicting priorities and emotions are the norm, chances are better than good that you are experiencing task overload and increased stress. This webinar will demystify change, align task management with purposeful planning, and explore a practical decision-making mode. When it's just too much, a webinar like this comes along to save the day.

In this engaging, interactive, and entertaining presentation, you will improve your skills in prioritizing tasks and in targeting optimum results.

Learning Outcomes

- Explore ways to manage tasks purposefully, and how busy-ness impacts productivity.
- Demystify unwelcome change, and reveal the correlation between emotions and conflicting priorities.
- Incorporate practical risk responses and time management tools to elevate from task manager to vision master.

Interactive Exercise

- Activity 1 thru 3: Write out today's, this week's, this month's most important tasks.
- Activity 4: Prioritize a set of tasks based on a sample scenario.
- Activity 5: Use sort filters to organize tasks based on level of urgency.

Note: All exercises are optional, and designed so that participants will gain knowledge (and be able to follow along) even if they choose not to participate in the exercises.

ZOOM REGISTRATION IS REQUIRED.

Click the button below to register on Zoom. You'll then receive a confirming email from Zoom.

Zoom Event Registration:

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ABOUT OUR SPEAKER

Mishirika Scott is a Project Management Professional (CAPM® and PMP® from PMI) with 7+ years of demonstrated proficiency in managing projects that support student success. She is currently the Student Success Systems Project Manager at Cal State University, Los Angeles where she leads the campus-wide adoption and rollout of EAB Navigate, a \$1.2M-\$4M technology-based student success management system that impacts 24K+ stakeholders. She earned her graduate degree in Project Management from DeVry University, and a people-centered bachelor's degree from University of Southern California, while participating as a research scholar in the book publication, "Connecting Social Problems and Popular Culture: Why Media is not the Answer."



Mishirika is a familiar face and active member of Project Management Institute, Los Angeles Chapter. She has prior experience in teaching, curriculum development, sales, and auditing. Mishirika is on a personal mission to put the 'Leader Back into Leadership' and disrupt mediocrity in the process. She attributes her greatest career impact as the purpose work she does in teaching young emerging professionals.

As a woman of color who grew up in South Central Los Angeles during the peak of gang violence, the crack epidemic, and moments of heart-wrenching civil disturbance, such as the Rodney King riots, she understands that there are no cookie-cutter pathways to success. She delivers a message that is culturally aware, interpersonal, practical, and includes a step-wise approach to project management tools for business and everyday use.