U.S. EMBASSY HANOI, VIETNAM

THE AMERICAN CENTER HANOI

20th ANNIVERSARY U.S.-VIETNAM RELATIONS 1995-2015

YSEALI YOUNG SOUTHEAST ASIAN LEADERS INITIATIVE

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Massive Open Online Courses (MOOC) enhanced by facilitated discussions at the American Center

MOOC 5: Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

August 2015

by University of California, Irvine

You will be able to gain and apply your knowledge and understanding of personal and professional awareness, organization and commitment, and use the tools, methods and techniques that you have learned in goal setting, prioritization, scheduling, and delegation to overcome time management challenges and enhance productivity.

A self-paced course with 4 - 8 hours of independent-study and three weekly discussions at the American Center.

A **certificate from the U.S. Embassy** will be provided to students who fully participate in the MOOC and complete the course survey.

Facilitators:

- Navarre Freeman and Susan Tapia
  Public Affairs Section
  U.S. Embassy Hanoi

Register for the online course:
https://www.coursera.org/learn/work-smarter-not-harder

Register for discussions at the American Center: https://goo.gl/KnvfU0

August 12, 14, 19 from 2:00 to 3:30 p.m.

To Make the Most of Your MOOC:

1. Plan your TIME and ENERGY.
2. FULLY USE the discussion.
3. Keeep yourself MOTIVATED.
4. Know HOW you LEARN and STATE what you NEED.
5. Grow your PROPROFESSIONAL NETWORK.

Free of charge, open to everyone from everywhere!!!

The American Center Hanoi * Public Afairs Section * U.S. Embassy Hanoi
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