

Join Faculty from the Advising Council for

“WELCOME TO YOUR PERSONAL SECRETARY”

an Advising & Mentoring at LaGuardia workshop
on choosing the right electronic calendar for you and
how to use it for maximum organization and success



How do I choose?

What are smart ways to use the features?

How can I develop good habits?

Monday, March 23

3:30-4:30pm

in M-106

If you can, bring your laptop--we'll have laptops available as well.

Contact Dr. Leah Richards (lerichards@lagcc.cuny.edu) with any questions