

IMPROVING YOUR PERSONAL PRODUCTIVITY

A PRACTICAL WORKFLOW SYSTEM FOR FIELD PROFESSIONALS
MANAGING CONSTANT INTERRUPTIONS, SHIFTING PRIORITIES,
PAPERWORK, COMMUNICATION, AND MULTIPLE RESPONSIBILITIES.

This session addresses the challenge many professionals face—wearing too many hats, dropping balls, and struggling to complete work. It goes beyond traditional time management by giving participants a proven system to move from busy to productive.

IN THIS 3-HOUR SESSION, YOU WILL:



CAPTURE

everything competing
for your attention.



REVIEW, PRIORITIZE, and plan action items.



ORGANIZE

information for
easier retrieval.



MOVE FROM

maintaining lists to actually
completing results-producing work.

CLASS DETAILS



DATE:

Thursday, October 22, 2026



TIME:

9:00 AM – 12:00 PM



LOCATION:

Grimes Training Center
3100 SE Enterprise Drive
Grimes, IA 50111



INSTRUCTOR:

Libby Roberts with ATW

ABOUT THE SPEAKER



Libby joined ATW in 2016 after spending nearly 10 years in banking, where she started in customer service and moved to management and talent development. She earned her bachelor's degree from Simpson College and holds a master's degree in Adult Learning and Organizational Performance from Drake University.

Libby's passion is people, and she strives to create an environment where all participants are welcomed, engaged, and challenged to move out of their comfort zones. Libby integrates instructional design, program development, and relationship building to her role as Training Manager.



REGISTER TODAY!

INVESTMENT



\$275

Members



\$375

Non-Member

SCAN TO REGISTER



Scan the QR
code to view
event details
and register
today!



RSVP BY:
Monday,
October 13, 2026



QUESTIONS?
Contact V.P. of Education & Training
Ginny Shindelar
515-985-1175



abciowa.org