



HSC WORKSHOP SERIES

A Program of the Human Services Coalition



NEW! Jump Start Your Productivity

with Chris Belfi

Tuesday, November 5, 2019

9:00 am – 12:00 pm

Fee \$70, includes light refreshments

REGISTER ONLINE at www.hsctc.org/workshops

**Borg Warner Conference Room, Tompkins County Public Library,
E. Green St. at S. Cayuga St., Ithaca ([driving and access directions below](#))**

Presented by the Human Services Coalition

Co-sponsored by the Tompkins County Public Library

Do you...

- Feel overwhelmed by everything you need to do and don't know where to start?
- Let tasks fall through the cracks that later turn into emergencies?
- Keep thinking about work, even when you are trying to spend quality time with your family and friends?

This workshop will start you on the road to moving from too busy and too stressed to accomplishing more in your day, working smarter, and having more time, energy, and presence in your life.

In this workshop, you will learn:

- How to avoid the biggest mistakes that keep you from accomplishing more each day so that you can get more done in less time.
- The two key questions you must ask about everything that has your attention so that you can feel more in control of your work.
- A simple framework for managing the details of your life and work so that you can stay focused, work less, and accomplish more.

In addition, you will have the opportunity to apply these strategies to your own work during the workshop and create a starting point for a system that will help you get more done in less time with a full sense of accomplishment.

About the Presenter

Chris Belfi is the founder and CEO of MaxPotential Coaching. He is a personal productivity consultant who helps executive leaders, business owners, and others accomplish more while working less. He has studied and practiced high productivity techniques for over twelve years.

Prior to launching his consulting business, Chris worked in various corporate finance roles, including strategic planning, cash flow analysis, and performance management and reporting. He graduated with highest honors from Rice University in 1998 with a degree in Computational and Applied Math, Statistics, and Economics. You can learn more about Chris and his consulting services at <http://www.MaxPotentialCoach.com>.

In 2010, he began informally teaching these techniques to others in his organization to help them also achieve increased levels of success.

In 2015, he left his corporate finance career and founded MaxPotential Coaching LLC to pursue his passion for helping others achieve new levels of success by teaching them the best ways to accomplish more while working less, because he believes that life is too short to not get the most out of every day.

Registration and Payment

Register online at www.hsctc.org/workshops. If you are unable to register and pay online please call 607-273-8686 or email registration@hsctc.org.

Cancellation Policy

All registration sales are final - we are unable to refund or transfer fees onto a different workshop for missed sessions. At times a workshop may be cancelled due to inclement weather or other issues. If this occurs, we will post the cancellation on our website: www.hsctc.org/workshops, email all registered participants, and refund any prepaid fees. If you plan to walk-in, please check our website for the most up-to-date information prior to attending.

Scholarships

Limited scholarships are available to agencies whose non-profit board and staff members cannot attend without one. To request a scholarship, email: registration@hsctc.org in advance of the workshop.

Snacks

Coffee, other drinks, and snacks are provided at all workshops; lunch is not provided. Attendees at sessions in the Borg Warner Room may leave and eat lunch on the beautiful Ithaca Commons.

Special Needs

Please notify us if you have any special needs; the Coalition wishes to make its workshops accessible to everyone.

For the comfort of everyone, HSC workshops are fragrance free. We appreciate your cooperation.

Driving and access

The Library is located in downtown Ithaca on the corner of East Green and South Cayuga Streets.

Directions for accessing the Library

The Library does not open its Main door until 9:30 am, please go to the northeast corner of the building opposite the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

Driving Directions

From North or South on Rt. 13 or 34: Proceed to Green Street in downtown Ithaca. Turn East (toward Cornell and downtown) on Green Street. Proceed approximately six blocks to Cayuga St, take a right turn and proceed as below.

From South on Rt. 96b: Proceed down hill on Aurora Street to East Clinton Street. Turn left and proceed to Cayuga Street. Turn right on Cayuga Street and proceed as below.

From East on Rt. 79 or 366: Proceed to downtown on State St hill and veer right onto Seneca St at the bottom of the hill. Stay in the left lane of Seneca St until you come to Cayuga St. Turn left on Cayuga St and proceed as below.

From West on Rt. 79, 96 or 89: Proceed east to Fulton St. Turn right on Fulton St and stay in the left lane. Turn left on Green St and proceed about seven blocks to Cayuga Street. Turn right and proceed as below.

From all directions: Park in the Cayuga St. parking garage behind the Library and across from the Hotel Ithaca, or in the Green St. garage (entrance is past the "Pay and Display" and after the Cinemapolis sign on the left) diagonally across from the Library. Please note that "Pay and Display" parking is an option but the cost is twice that of the Green St. or Cayuga St. garages. The Library does not open the main door until 9:30 am, so go to the northeast corner of the Library building next to the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

Accessible Parking

We recommend parking on the first floor (it's actually the second floor of the structure) of the Green Street parking garage near the lime green wall labeled "Green Street." There is an elevator that will take you down to the ground floor which outlets at the crosswalk on Green Street. Cross the street, turn right and it's a short distance to the northeast corner of the library, next TCAT's Green Street Station. Enter at the door under the green canopy. The Borg Warner room is immediately on your right. If the accessible parking spots are taken near the elevator you can also go one floor up and there are more spaces next to the elevator on the roof.

The Coalition is a United Way agency.