

**Lenoir Community College Small Business Center and
Kinston-Lenoir County Chamber of Commerce
present:**

**How SMART Administrative Professionals
Beat Stress and Burnout!**

In Honor of Administrative Professionals

**Presenter – Barnsley Brown
Tuesday, April 20, 2010
Registration Fee: FREE**

**Kinston Enterprise Center
Registration: 12:30 – 1:00 pm
Class: 1:00 – 4:00 pm**

Would you like to find 2+ more hours per day? Are you feeling overworked and overwhelmed? Is taking care of yourself last on your list of things to do? Find out what you can do to simplify your work, beat stress and burnout, and create time to recharge your batteries. It's time to get SMART and learn proven methods that will help you take care of yourself and "take care of business" in your organization!

For additional information please call
Linda Murray at 252-522-4676 ext. 2022 or Greg Hannibal at ext. 2021