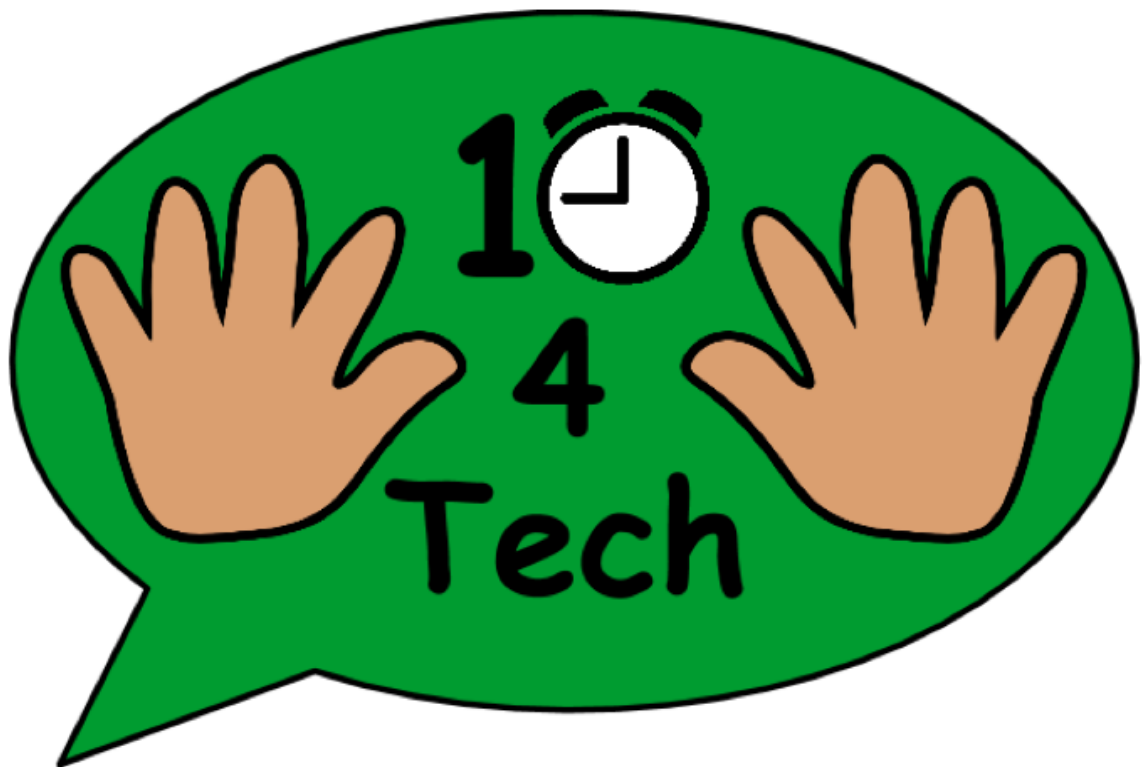


Northern Lights
Adult Education Centre

Personal Technology Time

"Take Ten for Technology"

(10:00 to 10:10)



1. Check ur Messages!
2. What is Urgent? What can Wait?
3. Respond to the Urgent ones.
 - > *set a time that is better to talk later*
4. Network with Classmates.
5. Re-focus and Get ready to Work!