



Join Us for the Winter Meeting: PT/SLA Princeton-Trenton Chapter Presents:

Marie Radford Ph. D.

<http://www.scils.rutgers.edu/~mradford/>

**Associate Professor & Library Consultant
School of Communication, Information & Library Studies
Rutgers University**

“Tips & Tactics for Sharpening Organizational Skills”

Sponsor: Pharmaceutical Press

Tuesday, December 5, 2006

The Conference Center at NJHA, 760 Alexander Road, Princeton, N.J. 08543-0001
(Map and directions at: <http://www.njha.com/conferencecntr/html/mc.directions.aspx>)

5:30 Networking Reception
6:00 – 7:00 Annual Business Meeting & Buffet Dinner
7:00 – 7:45 Marie Radford, Rutgers University

Please return this form with your check (*made payable to P-T SLA*) **no later than Fri. December 1, 2006** to:
Michelle Brewer, NJHA Library
760 Alexander Road PO Box 1
Princeton, NJ 08543-0001 – 609-275-4230 with any questions

-----✂-----✂-----✂-----

NAME _____

WORK or SCHOOL AFFILIATION _____

PHONE _____ FAX _____ E-MAIL _____

___ SLA Member \$20.00 ___ Non-Member \$30.00 ___ Student or retiree \$16.00

Chapter membership: ___ Princeton/Trenton Chapter ___ Non-member PT/SLA
Is this your first time attending an SLA Chapter program meeting? YES NO

Program Description: “Tips & Tactics for Sharpening Organizational Skills”

Professionally, do you usually make New Year’s resolution to be more organized, stay on top of things, get more done? Don’t we all make resolutions to find more time to smell the roses, be with family and friends, pursue your favorite hobby or even, (sigh) exercise? What’s the secret?

PT/SLA’s program aims to launch you into 2007 and your New Year’s resolutions with style, panache and yes, valuable skills to get it all done. Marie Radford will help us explore tips and tactics for sharpening the organizational skills we use every day. Marie’s entertaining style will help us take this journey through the clutter of our lives and emerge with exceptionally improved skills and habits of highly effective people. Even if you have heard time management presentations before, you can’t afford to miss this new “take” on what you need to do to manage your way through our highly technological work environment. Marie will provide valuable telephone and voice mail tips and discuss the secrets of managing your e-mail instead of letting it manage you. She’ll review the time management matrix, challenge you to identify your time wasters and energize and entertain you with techniques, tips and tactics you can adopt *and then sustain* to become organized and achieve your goals.

Background on Marie Radford, Ph.D.

Marie Radford, Ph.D. is the Associate Professor at SCILS, Rutgers University. Prior to this, from 2002 to August, 2004, she was Acting Dean at Pratt Institute, School of Information and Library Science. Marie was an associate professor at Pratt since 1996, and received tenure in September 2001. She has taught courses in Interpersonal Communication, Reference Services, Online Searching, and School Media. She conducts library research, evaluation, and training with Radford Consulting. <http://www.scils.rutgers.edu/~mradford/consult.html>

Marie calls herself an interdisciplinary scholar, with interests in the library and information field as well as in interpersonal communication and cultural studies. Her research focus is on interpersonal communication in reference encounters (face-to-face and in virtual environments), nonverbal communication, media stereotypes of librarians and libraries, qualitative assessment of real and virtual reference services and library programs, cultural studies, transaction log analysis, and evaluation and selection of web resources.

She is active in both library and communication organizations: in the Association for Library and Information Science Education (ALISE), <http://www.alise.org/> the Library Research Round Table <http://www.ala.org/lrrt/> of the American Library Association, <http://www.ala.org/> and she is a member of the ALA Committee on Research and Statistics, and the Reference Services Section (RSS) Representative to the ALA Reference and User Services Association <http://www.ala.org/rusa> (RUSA) Publications Committee. Also, Marie is Past President of The New York State Communication Association <http://www.nyscanet.org/>. She is the Associate Editor of *The Atlantic Journal of Communication* <http://alpha.fdu.edu/~gradford/atlantic.html> and secretary of the New Jersey Communication Association <http://njca.rutgers.edu>.

Marie has published numerous articles and books including *Web Research: Selecting, Evaluating, and Citing*, 2006, 2nd edition with co-authors Susan Barnes and Linda Barr, published by Allyn and Bacon, Boston and *The Reference Encounter: Interpersonal Communication in the Academic Library*, 1999 by ALA/ACRL. Her latest articles include “The critical incident technique and the qualitative evaluation of the Connecting Libraries and Schools Project,” in *Library Trends*. 54(1), 46-64, the special issue on *Research Methods with Lynda Baker*, issue editor and a June 2006 article, “Encountering Virtual Users: A Qualitative Investigation of Interpersonal Communication in Chat Reference,” in *Journal of the American Society for Information Science and Technology*, 57(8), 1046-1059.

Directions and Parking Page:

Princeton-Trenton Chapter/SLA Winter Meeting, Tuesday December 5, 2006. Marie Radford, Ph.D. Associate Professor & Library Consultant, School of Communication, Information & Library Studies, Rutgers University, “ Tips and Tactics for Sharpening Organizational Skills

Location: The Conference Center at the New Jersey Hospital Association, 760 Alexander Road, Princeton, N.J. 08543-0001.

Parking: A large free parking lot is available behind the NJHA building, to the left, as you come down the driveway. The entrance to the Conference Center is via the lobby glass doors.

Directions: <http://www.njha.com/conferencecntr/html/mc.directions.aspx>

Conference Center at NJHA Web site: <http://www.conferencecenternj.com>

