The following is suggested email text for announcing the Time Management Café. Feel free to customize the invitation for your organization. For any bracketed text […], insert text appropriate to your organization   
and the Café you plan to offer.

**Time Management Café**

Subject: Harvard ManageMentor Time Management Café

In today’s complex and fast-paced environment, it’s difficult to do everything you need to do to accomplish your professional and personal goals. While you can’t add more time to your day, you can improve your time management skills – such as reducing all-too-common distractions. When you deliberately manage your time, you make choices that help you achieve your goals without feeling burned out.

To strengthen your time management skills, join us for a Time Management Café session, a learning opportunity sponsored by [sponsor] and based on material from Harvard ManageMentor. The Café will be led by [facilitator name and job title]. This hour-long session is scheduled for [date, time, web conference information or location]. The Café will boost your time management skills by helping you use your energy more effectively during the day, improve your focus, and develop new habits that will make you more productive.

Before attending the Café, please complete the following five lessons and the assessment in the Harvard ManageMentor Time Management topic [LINK to Harvard ManageMentor Time Management topic]:

* Own Your Time
* Harness Energy and Focus
* Defeat Distractions
* Take Charge of Your Productivity
* Overcome Time Pressure

In addition, please complete and have available the following:

* The worksheet “Identify Your Peak Time” in the “Harness Energy and Focus” lesson of the Harvard ManageMentor Time Management topic
* The worksheet “Track Your Distractions” in the “Defeat Distractions” lesson of the Harvard ManageMentor Time Management topic

Please feel free to contact [sponsor] if you have any questions about the pre-work assignment or the Café session.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL]