

# **Your Teacher Melissa: *Deep Knowledge From Short Classes***

## **Brain Skills Classes at Work and at Home**

Choose the brain skills classes that resonate with you

### **Keeping Your Cool**

Do you buy stuff you don't need, eat too much, or say things that you regret when you're feeling overwhelmed? Take this class to learn techniques that will keep your emotions and impulses under control so you can think clearly and make better choices.

Classes taught on April 7, 21, May 5, 19, June 2, 16, 30, July 14 from 12:00 to 12:35 pm.

### **Keeping Track of it All**

Can you remember directions or complex instructions? Is learning hard for you? Check out this class to learn about the important role working memory plays in your ability to retain information.

Classes taught on April 7, 21, May 5, 19, June 2, 16, 30, July 14 from 1:00 to 1:35 pm.

### **Overcoming Procrastination**

Do you like to start tasks right away, or do you wait until the last possible minute? Getting started is hard for almost everyone, but it's a skill that can be learned by almost anyone. Take this class to overcome procrastination once and for all.

Classes taught on April 7, 21, May 5, 19, June 2, 16, 30, July 14 from 2:00 to 2:35 pm.

### **Staying Focused**

Do you easily lose your focus with things you don't want to do? Does your brain concentrate intensely and deeply, or does it wander? Take this class to get and stay on track.

Classes taught on April 7, 21, May 5, 19, June 2, 16, July 14 from 3:00 to 3:35 pm.

### **Planning and Prioritizing**

Can you take a project and break it down into the steps needed to complete it? If defining a path forward is challenging for you, this class will give you a step-by-step approach to planning.

Classes taught on April 7, 21, May 5, 19, June 2, 16, July 14 from 4:00 to 4:35 pm.

### **Organizing Your Stuff and Your Mind**

Do you lose your keys on a regular basis? Do you struggle to organize your thoughts?

Take this class to learn exactly what to do to clean up the chaos and clutter in your physical and mental worlds

Classes taught on April 7, 21, May 5, 19, June 2, 16, July 14 from 5:00 to 5:35 pm.

### **Managing and Navigating Through Time**

Do you know how long it takes you to do things? Are you punctual, or do you get lost in time? Take this class to learn simple tools and strategies to help you "see" time and stick to a schedule.

Classes taught on April 7, 21, May 5, 19, June 2, 16, July 14 from 6:00 to 6:35 pm.

### **Keeping Your Mind Flexible and Reflecting On YOU**

Can you go with the flow when plans change, or are you thrown off when something unexpected happens? You won't be able to shift gears if you don't have the capacity to think about your thinking. Take this class to sharpen your introspection skills and improve your other brain skills in the process.

Classes taught on April 7, 21, May 5, 19, June 2, 16, July 14 from 7:00 to 7:35 pm.

### **Reaching Your Goals**

Are you able to set goals and complete them? Brains that are goal-oriented thrive on checking off items on their list. Take this class to give your brain the workout it needs to see projects through to completion.

Classes taught on April 7, 21, May 5, 19, June 2, 16, July 14 from 8:00 to 8:35 pm.

# Your Teacher Melissa: *Deep Knowledge From Short Classes*

## Class Schedule for April 5 to July 15, 2021

### Ongoing Mondays

12:00-12:35	Spanish OLÉ, Level 1
1:00-1:35	Spanish OLÉ, Level 2
2:00-2:35	French ALLEZ, ALLEZ, Level 1
3:00-3:35	French ALLEZ ALLEZ, Level 2
4:00-4:35	Piano BRAVO, Level 1
5:00-5:35	Piano ENCORE, Level 2
6:00-6:35	Music Theory Made Fun
7:00-7:35	You Create Community
8:00-8:35	Le Budget Envelope Game

### Ongoing Tuesdays

SOLD OUT
SOLD OUT
Working From Home & Remotely
SOLD OUT
Successful Parenting
SOLD OUT
SOLD OUT
Mindfulness: Self-Acceptance & Happiness
Mindfulness: Compassion & Gratitude

### Alternating Wednesdays, April 7 - July 14

12:00-12:35	Keeping Your Cool
1:00-1:35	Keeping Track of It All
2:00-2:35	Overcoming Procrastination
3:00-3:35	Staying Focused
4:00-4:35	Planning and Prioritizing
5:00-5:35	Organizing Your Stuff & Your Mind
6:00-6:35	Managing & Navigating Through Time
7:00-7:35	Keeping Your Mind Flexible & Reflecting on You
8:00-8:35	Reaching Your Goals

### Alternating Wednesdays, April 14 - July 7

Commitment Myth
Stress & Anxiety Myth
Relationship Dynamics Myths
Love Myth
Self-Care Myth
Desire & Intimacy Myth
Freedom & Connection Myth
Communication & Compromise Myth
Technology & Reality Myth

- Each 35-minute class meets once, except Spanish, French, and piano, live via Zoom
- Classes start promptly on time. They open 5 minutes before and close 5 minutes after the class starts. All times listed are Pacific Time, USA
- Cost: \$30 per class, or bundle of 4 classes for \$100. Payment, including bank transfer or credit card, is via PayPal. (You do not need a PayPal account.) You must register 24 hours in advance. You will receive a confirmation from Melissa once you register.
- No refunds. No expiration. Credit only.
- Language classes are limited to 12 students, and piano to 4 students. Please contact Melissa for appropriate class level placement. Register for the first one or for the monthly series of 4.
- Alternative class times are available by arrangement.

• • • • •

Melissa Smith Baker, MA is a teacher par excellence. She has devoted decades to teaching people of all ages how to easily learn foreign languages, make music, budget their time and money, and build lasting relationships.

707-228-0287 • [smith@thetimeprofessionals.com](mailto:smith@thetimeprofessionals.com) • [thetimeprofessionals.com/melissa-smith-baker](https://thetimeprofessionals.com/melissa-smith-baker)