

TIME MANAGEMENT FOR THE OVERWHELMED

ONE-DAY SEMINAR



How to work smarter not harder

- Identify *true* priorities when everything is “urgent”
- Eliminate time-wasters by dramatically increasing your focused, productive time
- Anticipate problems and prevent bottlenecks
- Spot the hidden shortcuts in every project
- Resolve conflict when other people’s goals compete with yours
- Stop procrastinating, get started and *get it done*
- Stay on track with your goals and see progress daily
- Make your workspace function for you

You’ll work smarter, manage better and live a happier, more productive life

ENROLL TODAY!

 **PHONE**
1-800-556-3009

 **ONLINE**
www.careertrack.com

 **FAX**
913-967-8849

 **MAIL**
CareerTrack
P.O. Box 219468
Kansas City, MO
64121-9468

 EXPRESS CODE
910802

• Enroll Today
• careertrack.com

This course qualifies for CPE credits. See details on page 6.

 CAREERTRACK®

Take charge of your job and your life — once and for all

Ever leave work with your to-do list half-finished? If you're like most people, it happens often. Your ambitious plans were sacrificed to...

- A bottomless inbox
- The constant stream of minor crises "only you can handle"
- Endless details, letters, phone calls, emails, IMs and interruptions that leave you wondering, "Will I ever get caught up?"

Wonder no more. You *can* get caught up and start getting ahead. How? By learning and mastering these essential skills:

- Setting priorities to focus on what's important
- Controlling your workday to move toward your objectives steadily and complete them on time

Do you ever wish:

- Your desk was clean and clear of clutter?
- You could say "no" when someone asked you to take on just one more project?
- You could ignore your desk phone / email / IM / cell phone / inbox?
- You knew how to gracefully end impromptu interruptions and conversations?
- You could just focus for five minutes without getting distracted?

The payoffs are real and lasting

You'll get more done and become more valuable within your organization. You'll feel less stressed and frazzled. And, best of all, you'll be able to get to the high-priority projects you never seem to have time for.

It's no secret successful people are those who have learned to control their days — instead of letting interruptions, paper chases and the phone control them.

Don't miss your chance to gain the proven ideas and skills to put you in control on the job and in your life.

This training will help you:

1. Identify what's important
2. Get it done

By some accounts, experts estimate:

On average, white-collar professionals waste 40% of each day.

Not because they're lazy and not because they're unmotivated but because they were never taught how to manage today's fast-paced, constantly changing and ever growing workload.

"I have taken other time management courses, but none so on target as this."

*C. Jones
CEO
Simply the Best Co.*

"One of the most professional, innovative and motivating seminars I've ever attended."

*L. Baxter
Sales manager
Warner Home Video*

Which skills do you need to work on?

Place an X in the column that matches how frequently you experience each situation below. When you are finished, check to see what your selections say about you.	Always	Often	Rarely	Never
1. Do you feel you don't have time to add any new projects to your schedule?				
2. Do you procrastinate because you have no idea where to start?				
3. Do you have trouble locating needed items in a timely manner?				
4. Do you hesitate to throw something away in the event that you may need it?				
5. Do you have problems saying "no" when asked to complete a new task?				
6. Do interruptions distract and derail you for ten minutes or more after the interruption is over?				
7. Do you find yourself playing catch up after neglecting a task or project?				
8. Do you carefully save multiple copies of your files in several locations and formats?				
9. Do you struggle with the urge to immediately respond to emails and instant messages or with getting people off the phone or out of your workspace?				

If you answered Always or Often to Questions –

1, 2 and 7:

You struggle with scheduling. Whether you're a chronic procrastinator or your day is scheduled to the millisecond – we can help! Overscheduling is as big of a problem as putting things off. Often, the super-scheduled find themselves paralyzed when faced with changes to routine or new projects. Our time management tips and tricks will put you on the path to success.

3, 4 and 8:

You have organizational issues. Whether you're awash in piles and electronic files or just keep copies of everything – even if they're neatly packed away (in three different places), there's room for improvement. We can help you figure out what to keep and what to toss and get back valuable desk and storage space. The bonus is you will reclaim precious minutes once spent filing or searching for that elusive piece of information.

5, 6 and 9:

You have too many interruptions. If you have trouble saying "no" to coworkers, your boss or even your phone, emails and instant messages – you will find yourself behind on projects in no time. If you say "no" too easily, you may find people stop asking you to be part of exciting projects with career-boosting potential. Let us give you some strategies and techniques for when and how to say "no" without guilt or negative consequences.

"I can see myself gaining one to two hours per day by implementing the various techniques that I learned today."

*R. Johnson Jr.
Residential manager
Nowcap Disability Services*

"I have identified many problem areas and found realistic, practical solutions."

*N. Pugh
Quality assurance supervisor
Olsten Kimberly Quality Care*

"Our trainer was one of the best I have heard in my 13 years of attending seminars."

*Jean Herman
Nurse manager director
Flagler Hospital*

"I look forward to the increased productivity that will be realized as a result of this seminar."

*D.K. Richer
Sales manager
Universal Customs Brokers Ltd.*

**TIME MANAGEMENT
FOR THE
OVERWHELMED**

Enroll Today!
www.careertrack.com

This seminar is a carefully designed combination of:

Stimulating presentation

Your trainer is an expert at translating concepts into easy-to-apply practices. You'll learn realistic solutions to your toughest time management problems and leave eager to take action immediately.

Exercises

Individual and small-group exercises teach you about your work style and help you develop new time-management skills.

Discussion

Get your questions answered. Share your point of view. See how other people are keeping their busy workdays under control.



Free Digital Resources for Every Participant

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

TIME MANAGEMENT FOR THE OVERWHELMED

How to work smarter not harder



Course Content

Program Hours: 9:00 a.m. to 4:00 p.m.

Module 1: Self-Assessment

- Determine what kind of “tasker” you are
- Discover which time management tools REALLY works for you – you might be surprised!
- Evaluate your strengths, weaknesses and stress triggers to form a strong foundation for success
- Take a hard look at your work day and discover obstacles to getting things done

Module 2: Day-by-Day Tasks

- Gain insight on your personal organization to better manage workplace chaos
- Clear out the clutter – trim everything from paper stacks to electronic noise like emails, IMs and text alerts!
- Improve on how you handle interruptions, daily tasks and to-dos with action plans that take your strengths and triggers into account
- Apply your personal tasker style to daily task challenges and identify personalized solutions
- Critically examine your organizational habits and find ways to improve

Module 3: Goal-Setting

- Set goals – don't just attack tasks with no meaning, but intentionally accomplish goals while continuing to grow your time management skills
- Understand the difference between short-term and long-term goals

Module 4: Next Steps

- Learn how to debrief once you've finished a task – discover how to know when it's complete and how do you learn from it
- Take action to enhance your knowledge and improve the processes that work for you
- Measure your success and recognize areas to improve
- Discover the power of the gap analysis – compare where you are now with where you want to be in order to plan a path to success

Module 5: Getting Things Done in Groups

- Share your goals and action plan with colleagues to support your endeavors and attain (the seemingly) impossible
- Communicate with others effectively and discover ways to better collaborate with those of a different tasker type
- Get what you need to improve your quality of life and work effectiveness

Module 6: Establishing and Keeping Good Habits

- Don't let your established routine continue to work against you!
- Learn how to establish good, lasting habits by evaluating how they are formed and the best way to achieve them
- Discover how habits are created and how to use your behavioral triggers to your advantage

"The exact catalyst and inspiration I needed."

*Deborah Helm
Secretary
USDA-Forest Service*

"Showed me many ways to improve the quality of my time without feeling guilty for not accomplishing everything."

*Elaine Seymour
IS manager
The Velux Corp.*

"This was my first CareerTrack seminar. I'm really excited about all the great ideas I can incorporate into my workplace and at home, too."

*Susan Sokoloski
Certified medical assistant
Low Country Ob/Gyn*

"I am sure that my total staff can benefit from this seminar."

*Elmire Major
Executive director
My Sister's House Inc.*

"Relaxing, refreshing and recharging."

*Carol Burke
Regional manager
DataQuick Information Systems*

Onsite Training Solutions

Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation,
visit us online at
careertrack.com/onsite
or call us at
1-800-944-8503!

Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. Mail corrections to P.O. Box 413884, Kansas City, MO 64141-3884 or fax to 913-967-8849. We'll change our records for the very next update. Thanks!

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Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning Solutions, Inc. are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.



Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.



EXPRESS CODE

910802

- Online careertrack.com
- Call 1-800-556-3009

- Fax to 913-967-8849
- Mail your registration

1 **YES!** Please register me for the one-day, *Time Management for the Overwhelmed* seminar indicated in Section 5. Group discounts available; see page 6 for details.

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.
VIP ____ - ____ - ____ - ____ - ____ (____) if available

3 **ORGANIZATION INFORMATION**
Organization: _____
Address: _____
City: _____ St: _____ ZIP: _____
Tele: _____ Fax: _____
Approving Mgr's Name: Mr. _____ Ms. _____
Job Title: _____
Email Address: _____ Business Home

4 **QUICK CONFIRMATION**
 Please email or fax my confirmation to me within 48 hours.
My email address or fax number is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ City Event # _____
| 2 | 2 | _____ | _____ | _____ | _____ |
Email (required): _____ Business Home

#2 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ City Event # _____
| 2 | 2 | _____ | _____ | _____ | _____ |
Email (required): _____ Business Home

6 **METHOD OF PAYMENT** (Payment is due before the program.)
Please make checks payable to CareerTrack and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).
Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).
Total amount due: \$ _____
 Check # _____ (payable to CareerTrack) is enclosed.
 Bill my organization. Attn: _____
 Purchase order # _____ is enclosed. (Attach purchase order to completed registration form.)
 Charge to: AmEx Discover MC Visa
MO. _____ YR. _____
EXPIRATION DATE
_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
CARD NUMBER
Card Holder's Name _____
Tax-Exempt # _____
Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

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YOUR VIP # IS WINQ

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You'll work smarter, manage better and live a happier, more productive life



TIME MANAGEMENT FOR THE OVERWHELMED

How to work smarter not harder

Learn what it takes to:

- Get organized, get going and get ahead
- Be the boss of your time and get more done than you ever thought possible
- Balance career goals, family needs and personal values
- Build positive, productive relationships with bosses, peers and staffers alike

Add hours, days, even weeks to your busy schedule — enroll today!

ENROLL TODAY!

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