

One-Day Seminar

# MANAGING MULTIPLE PRIORITIES, PROJECTS AND DEADLINES

**Enroll Today!**



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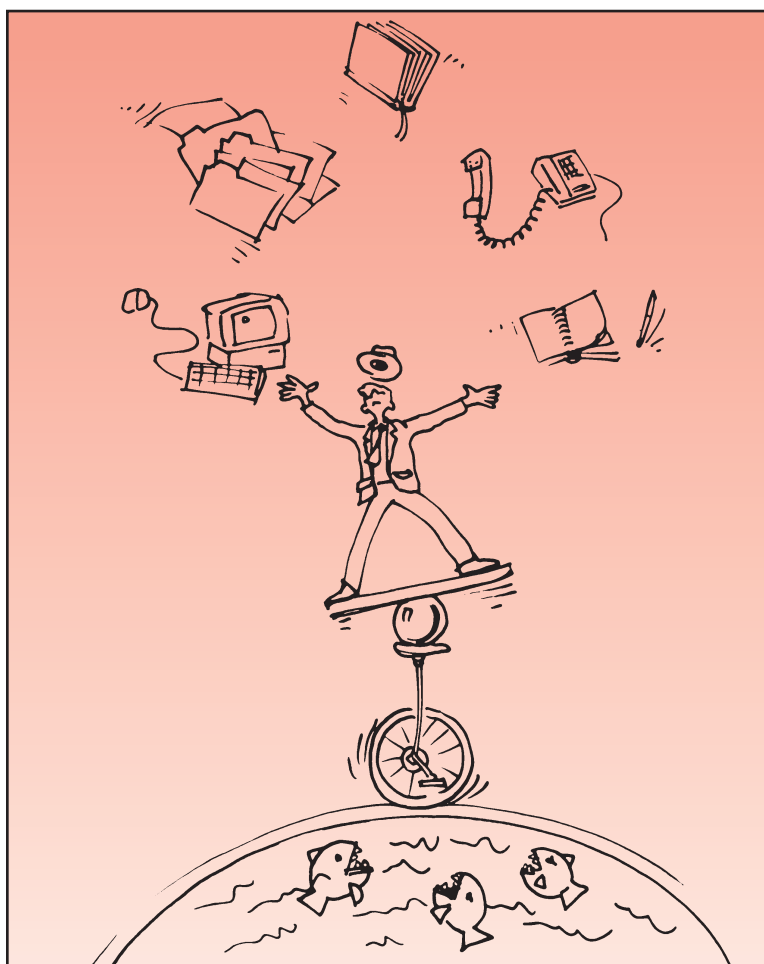
**Online**

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**Mail**

**Fred Pryor Seminars  
P.O. Box 219468  
Kansas City, MO  
64121-9468**



**Gain control over time,  
tasks and priorities**

**Prioritize crucial projects,  
manage conflicting demands,  
reduce pressure and master  
multiple tasks with confidence.**

**Discover Organizational Skills:**

- Know when to multi-task and when to focus on one task for best results.
- Manage your priorities without conflict — even when answering to two or more supervisors.

**Develop Smart,  
Legitimate Shortcuts:**

- Addicted to technology? Use digital tools to boost your productivity, not distract you.
- Delegate work and responsibility — and be assured things will get done right and on time.

**Manage Stress Caused by  
the Multiple Demands on  
Your Time:**

- Present a cool demeanor when the heat is on — and gain control of the situation.
- Get your work done on time so that you can enjoy a healthy work-life balance.



EXPRESS CODE

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**FRED PRYOR SEMINARS**

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

# Look at This Situation: Is it you?

Your inbox overflows with memos, reports, publications and more — and all of it needs your immediate attention.

You arrive at work to find *your most trusted and productive “right-hand” worker has called in sick.*

On your desk are three mind-bending, challenging projects and *today is the deadline* for two of them. You settle down to work.

The first telephone call of the morning comes in. *There’s a crisis situation* that requires you to take immediate action.

Crisis averted, you turn your attention back to your deadline projects, but *you’re constantly interrupted by phone calls.* Not only that, but *people keep popping in* with questions, problems and updates.

You suddenly realize, to your horror, you’re due at a meeting in 10 minutes — and *you’re completely unprepared.*

**Lately,** you’ve been having too many days like this.

## Is there a way to deal with it all?

Yes! Attend **Managing Multiple Priorities, Projects and Deadlines** and you can easily handle seemingly impossible priorities and demands — without the long work days, stress-filled schedules, burnout, chaos and panic that may have plagued you in the past.

This powerful one-day seminar teaches you the all-important skills to help you deal with dozens of top priorities. Filled with practical how-to strategies, this training will ensure you:

- Stop wasting time and get the clock working *for* you instead of *against* you.
- Take control of your multiple projects, even when they’re all top priorities.
- Handle with ease all of the unexpected demands and unplanned situations that destroy the most careful scheduling.
- Stay cool, calm and collected when the pressure is overwhelming and stress threatens your effectiveness.

*If you’re too busy to attend, enroll today!* For you, this seminar is truly a top priority.

## Is this seminar for you?

Check your score for these common productivity blocks:

	A Problem for Me	Not a Problem
Procrastination	<input type="checkbox"/>	<input type="checkbox"/>
Disorganization	<input type="checkbox"/>	<input type="checkbox"/>
Misplaced items	<input type="checkbox"/>	<input type="checkbox"/>
Interruptions	<input type="checkbox"/>	<input type="checkbox"/>
Lack of information	<input type="checkbox"/>	<input type="checkbox"/>
Excess stress	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary correspondence	<input type="checkbox"/>	<input type="checkbox"/>
Meetings without goals	<input type="checkbox"/>	<input type="checkbox"/>
Inability to say “NO”	<input type="checkbox"/>	<input type="checkbox"/>
Technologically challenged	<input type="checkbox"/>	<input type="checkbox"/>
Unclear objectives	<input type="checkbox"/>	<input type="checkbox"/>
Too much socializing	<input type="checkbox"/>	<input type="checkbox"/>
Ineffective delegation	<input type="checkbox"/>	<input type="checkbox"/>
Confusion about priorities	<input type="checkbox"/>	<input type="checkbox"/>
Unrealistic time frames	<input type="checkbox"/>	<input type="checkbox"/>
Negativity	<input type="checkbox"/>	<input type="checkbox"/>
Poor communication	<input type="checkbox"/>	<input type="checkbox"/>
Other people’s mistakes	<input type="checkbox"/>	<input type="checkbox"/>
Multiple supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Lack of feedback	<input type="checkbox"/>	<input type="checkbox"/>
A shift in priorities	<input type="checkbox"/>	<input type="checkbox"/>
No work-life balance	<input type="checkbox"/>	<input type="checkbox"/>
Paperwork	<input type="checkbox"/>	<input type="checkbox"/>
Too many goals	<input type="checkbox"/>	<input type="checkbox"/>
Deadline conflicts	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive work rut	<input type="checkbox"/>	<input type="checkbox"/>

**Scoring:** Count the number of responses in the first column. If you scored:

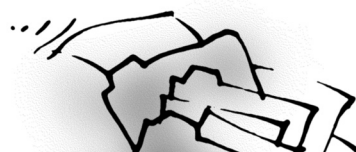
**20 or More:** *Danger!* Ineffective priority management in your job and within your organization is seriously jeopardizing your ability to succeed and reach your goals. You are a prime candidate for overstress and job burnout. *Enroll today* to curtail a dangerous situation!

**10 to 20:** You will be unable to meet your goals and adhere to your high standards if you don’t improve your current organizational skills. *Enroll today* to prevent an unmanageable situation from developing!

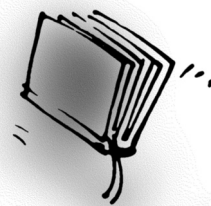
**Fewer Than 10:** You practice good priority management skills, and this seminar will help you become *even more* effective, productive and successful.

Enroll Today!

[www.pryor.com](http://www.pryor.com)



# 20 Power Pointers That Will Boost Your Productivity



1. Use an innovative priority plan to ensure you'll get the important things done — on time, every time.
2. Discover realistic, effective methods to defeat procrastination — even on those impossible-to-face projects.
3. Devise tactics to make sound decisions under intense pressure and stress.
4. Learn the proven techniques for prioritizing under multiple supervisors.
5. Take steps to prevent others from imposing their priorities on you.
6. Ask for — and get — the information, resources and cooperation you need from your coworkers.
7. Handle unforeseen priority conflicts as they arise.
8. Allow contingency time for emergencies and crisis situations.
9. Master the highly effective “divide and conquer” method for big projects and long-range goals.
10. Find out how to keep stress and pressure from shattering your concentration and creativity.
11. Discover effective ways to keep focus and eliminate distractions.
12. Know the right way to just say “no” to frivolous requests and unwanted demands.
13. Develop a daily routine to reduce repetitive work and save energy for more important activities.
14. Combine similar tasks for greater efficiency.
15. Create schedules to handle daunting, challenging tasks that require your undivided concentration.
16. Learn ways to zip through paperwork and curtail unproductive meetings.
17. Gain insights for more effective time management.
18. Follow the three-step process for pinpointing unrealistic goals you might otherwise be expected to meet.
19. Utilize to-do lists to keep you on track and guide you through today, this week and this year.
20. Recognize warning alarms that signal serious, hazardous stress levels.

***“Provided specific skills that I can apply in my daily activities to increase my productivity.”***

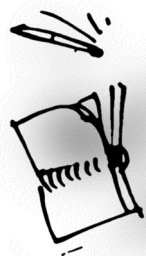
Joyce Westbrook  
Human Service Specialist IV  
State of Maryland/DHR

***“I received several new and ‘fresh’ ideas for planning and organization. I don’t have any doubt I am going to become more organized and efficient.”***

Todd Dufreshe  
District Representative  
Nalco Chemical Company

***“It has opened my eyes to better time management techniques. Also, it has given real-life situations and how to deal with them effectively.”***

Jeff DeWitt  
Engineer, Civil/Environ.  
Bonar Group



# Managing Multiple Priorities, Projects and Deadlines

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

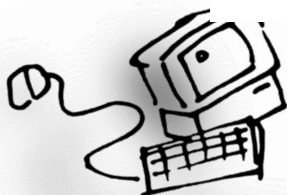
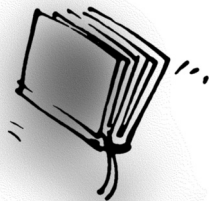
## What You Will Learn:

### Taking Control of Multiple Tasks — How to run your life, instead of your life running you!

- The practical manager's guide to goal-setting: three simple questions to help you set specific goals effortlessly.
- Four dangerous mistakes that prevent realistic, effective goal-setting.
- A step-by-step action plan to ensure you will meet your short- and long-term goals.
- How to pinpoint your most important priorities and decide how you must deal with each of them.
- Use to-do lists to keep you on track and guide you through today, this week and this year.
- Specific actions to help you prioritize when working with more than one boss.
- How to rid yourself of long-standing duties you and your position have outgrown.
- Common barriers to effective management planning.

### Managing Time — How to work with, not against, the clock.

- How good time management boosts productivity, increases satisfaction and affords you more freedom.
- Uncover common myths about time and time management.
- Multi-tasking and focus: concentration is the key for better results.
- Identify the most common time wasters.
- “Where did the time go?” A simple, easy-to-use time log that answers the question precisely.
- Drowning in paper? How to clear a sea of mail, publications and desk cloggers from your workspace.
- Five highly effective telephone management tips to save time and prevent interruptions and distractions.
- Are emails controlling your day? Master your inbox and email habits.
- Make technology a time saver and not a time waster. Learn about the latest productivity tools.
- Specific tactics to prevent the “meeting-go-round” from devouring your time.
- How to hold truly meaningful meetings to prompt decisions, actions and responses.
- Ways to prevent needless visits from coworkers and others that put a dent in your day's productivity.
- Proven steps you can take to overcome the procrastinator in you.
- Warning signs of danger-point procrastination.
- How to solve even the most difficult problems with new speed and confidence.
- Develop effective communication skills that save time.



Enroll Today!

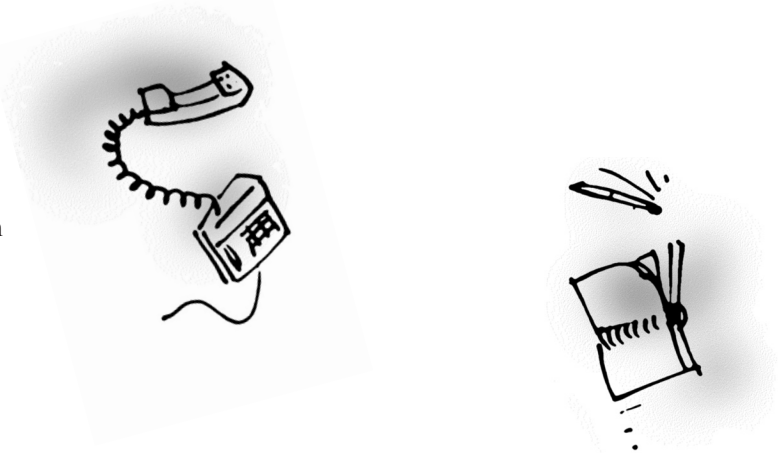
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## Handling Unexpected, Difficult Situations — How to plan for the unexpected and manage the most difficult people and situations easily.

- Setting boundaries: How to say “no” without creating hard feelings or feeling guilty.
- Powerful rules for saying “no” that underscore your firmness and win respect.
- Take three decisive steps to prevent others from imposing their priorities on you.
- Real-life approaches to delegation that make everyone more productive.
- Smart alternatives to delegation when you have no assistants or subordinates.
- “It’s easier and faster to do it myself.” How to beat the number one attitude barrier to effective delegation.
- Techniques to handle the toughest personalities – aggressive coworkers, negative attitudes, know-it-alls and more.
- Ask for – and get – the information, resources and cooperation you need from your coworkers.
- Cyber-management: ensure that virtual teams and remote workers are meeting deadlines and productivity targets.
- How to solve even the most difficult problems with new speed and confidence.
- Contingency planning for emergencies and crisis situations.

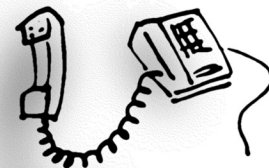
## Dealing with Pressure and Stress — How to stay calm and in control, even in the face of chaos.

- Are you headed for burnout? The seven specific symptoms that signal dangerous overstress.
- Survey: are these 16 hidden stressors in your work environment?
- How to determine your own current pressure level and take timely, immediate steps to reduce and manage stress.
- Sensible guidelines for fostering a competitive, stimulating work atmosphere without excess pressure and stress.
- Easy steps for day-to-day stress reduction.
- Deadline approaching? Six relaxation techniques to calm you down and regain focus immediately.
- Use time management skills to achieve greater work-life balance.



## 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.



# 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.pryor.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 Fred Pryor seminar 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)

Fred Pryor Seminars 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](http://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.pryor.com/certificate](http://www.pryor.com/certificate). Certificates will be available 10 days after your event has ended.

## 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!

## 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!

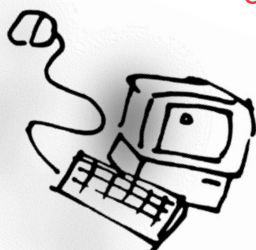
Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

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 [www.pryor.com/onsite](http://www.pryor.com/onsite)

or call us at **1-800-944-8503**



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- Call 1-800-556-2998

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

**1**  **YES!** I'm ready to learn better ways to deal with multiple priorities. Enroll me today! Group discounts available.

**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 is: \_\_\_\_\_

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

#1 Attendee's Name  
Mr.  Ms.

Job Title \_\_\_\_\_ City Event # \_\_\_\_\_

Email (required): \_\_\_\_\_  Business  Home

#2 Attendee's Name  
Mr.  Ms.

Job Title \_\_\_\_\_ City Event # \_\_\_\_\_

Email (required): \_\_\_\_\_  Business  Home

**6 METHOD OF PAYMENT** (Payment is due before the program.) Please make checks payable to Fred Pryor Seminars 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 **Fred Pryor Seminars**) 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**

One-Day Seminar

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**Gain control over time,  
tasks and priorities**

 **FRED PRYOR SEMINARS**  
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# MANAGING MULTIPLE PRIORITIES, PROJECTS AND DEADLINES



Prioritize crucial projects, manage conflicting demands, reduce pressure and master multiple tasks with confidence:

- Discover organizational skills
- Develop smart, legitimate shortcuts
- Defeat procrastination
- Manage stress
- And more!

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