

## Time Management for Exceptional Productivity

**Customized programs: 2½ hours, 90 minutes or 60 minutes.**

### Program topics:

- Organizing Principles
- CFO (Clear, Fast, Organized) System
- Purging Questions
- Conquering Your Desk
- Conquering Your Office
- Filing
- Procrastination Prevention
- Planning / Prioritizing
- Interruption Etiquette
- Focus Time
- Reading / Mail
- Attacking the Conference Material Stacks
- Computer Organizing
- Reducing Mind Clutter
- Desk Rescue Tips
- Email Management

### 2 1/2 hour program

There is no limit on the number of participants. All of the above topics will be covered, and the participants will leave with an individualized Action Plan. \*\*

### 90 minute program

There is no limit on the number of participants. Included is a consultation with the program planner to discuss which ten of the sixteen items listed will be presented. \*\*

### 60 minute program

There is no limit on the number of participants. Included is a consultation with the program planner to discuss which six of the sixteen items listed will be presented.\*\*

\*\*To reinforce learning, a copy of my book ***You Can Be Clutter-free & Organized – Fast, Easy Organizing Solutions for Paper Piles and Your Office*** can be purchased for each attendee at a discounted rate of \$12.

*“The KAF and I are truly grateful to you for helping make our convention a success. You had glowing reviews, 100% positive.” -- Debbie Dinkins, Knoxville Advertising Federation*

### Other programs available:

***Controllable Workplace Stress*** – Learn specific solutions to reduce a fair percentage of stress at work.

***Effective Management of the Ever Expanding Email Elephant*** – Ways to be more efficient with your time!

***Prevent the Pitfalls of Procrastination*** – Techniques that really work!

***Simplifying Business Relocation*** – How to make it lean and efficient to save your company money.

***Successful Delegation*** – Is lack of or poor delegation skills keeping you at your desk past 5 o'clock?





**These programs can also be adjusted to the time length desired.**



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