

*Win the War
on Project
Overload ...
FOREVER!*

2 *Free*
Workshop
Bonuses

**The Time Management
Style Survey**

Discover your peak
productivity hours and learn
to set them aside for your
most demanding work
(see page 4 for details)

and ...

**Multiple Project
Organizers**

Charts, worksheets and
strategies ... a system you
design to keep you on track
(see page 5 for details)

plus, a powerful guarantee ...

**Attend this workshop and
you'll never again say —
"I didn't get a thing
done today!"**

How to

Manage Projects, Priorities & Deadlines

An
Unbeatable
Value
\$99

See page 7
for dates and
locations

**WIN your daily battle with the clock, the calendar, your
projects ... and your co-workers when you master the vital
skills that PUT YOU IN CONTROL of your workday!**

- Do you say "yes" too often? Learn when it's best to say "no" and how to do it comfortably ... even to your boss
- Time and project management starts with you, not your calendar. Are you a "deadline junkie" ... a "neat freak" ... a "procrastinator"? Maximize your natural planning traits to manage your life more effectively
- Is your calendar so full you can hardly read the date? Does your in-box look like the Leaning Tower of Pisa? Learn dozens of quick tips on how to get the little things out of your way, stay focused on what's important and handle even the most brutal deadlines easily
- What do you do when your "to do" list is bigger than you are? With our exclusive F.A.S.T. method you'll learn how to identify and organize what's really important to make that list more manageable
- Find out ("quick" meeting) what you can (phone call) do about (visitor) those constant interruptions
- Find more time for yourself ... have fun, recharge and tackle new challenges

**Discover the latest time management secrets that help you leave your
workplace with a feeling of satisfaction and accomplishment ... every day.**

 **NATIONAL
SEMINARS GROUP**
A Division of Rockhurst College
Continuing Education Center, Inc.

 Register today! Call **1-800-258-7246**

9 Ways This Program Will Put You **FIRMLY** in the Driver's Seat with Projects, Priorities & Deadlines

50,000 seminar attendees told us **GETTING WORK DONE** is their #1 challenge on the job.

And we believe it!

After all, we work in an office, too. We know what it's like to deal with changing deadlines, unexpected visitors, "hot" projects, telephone interruptions ... plus the frustration you feel when the day is over and nothing you wanted to do got done.

If this sounds like your typical day, then this workshop was designed for you ... the busy manager, supervisor or administrative person who doesn't have one spare moment to waste!

We've rolled everything you need to know into one powerful day ... a day that gets right down to the real issues of time and priority management that can mean the difference between your success or failure on the job.

You'll learn dozens of cutting-edge ideas for getting more out of your workday, *plus you'll gain valuable insight into how to maximize the results you get on the job.* It's an endless stream of ideas you can put to the test every day for the rest of your career.

Don't run the risk of missing the one workshop that promises solutions to your toughest time and project management challenges *and backs them with an ironclad guarantee of complete satisfaction.* Call 1-800-258-7246 or see the enrollment form on page 7.

- 1** Turn your "no way" deadlines into do-able tasks using 1-Minute Focus techniques. How do you meet the deadline that is utterly laughable it's so tight? We'll show you!
- 2** When your mind flashes "PROJECT OVERLOAD!", short-circuit the fuse and keep on plugging with the F.A.S.T. Priority System. What do you do first when everything is needed right now? This ingenious system takes the emotion out of overload and makes priorities crystal clear.
- 3** Use 5 "no fail" time and project savers top achievers rave about. We'll follow the track of proven techniques you can use to keep projects on track and reduce "project anxiety."
- 4** Learn to effectively — and diplomatically — use the most powerful time-saver of all. How to say "no" — to co-workers ... to other managers ... *even to your boss.*
- 5** Organize your priorities with a custom Priority Perspective Worksheet. You'll love the sense of accomplishment you feel when your most important tasks always get done.
- 6** Master a surefire system to keep even the smallest projects from falling through the cracks. Our 3-step process assures you "project success."
- 7** Get off to a good start — organize projects so they get done right and on time. Learn a project planning process you can use over and over to keep your projects on time and on budget.
- 8** Use 5 fast-start techniques to conquer a high-demand workload. Work more efficiently and effectively and make better use of your time at work, at home — and even in your car!
- 9** Defeat the project control killers that threaten to derail your progress ... even your career! We've identified 12 of the toughest project control problems and, more importantly, how to defeat each one!



Plus a Bonus Benefit

Get our Multiple Project Organizers with worksheets, planning charts, status review and trackers to ensure that all your projects go smoothly.

On a Scale of 1-10, How Organized Are You?

Even if you're a "9," you'll benefit
from this workshop

Dear Professional,

Do you ever feel that walking through the office door is like walking into a project minefield? You just know at some point during the day a crisis will explode, and all the well laid plans or best intentions for staying on track will be lost in the shuffle.

As if that weren't enough, you know the day-to-day tasks still have to be accomplished ... meetings attended, phone calls returned, reports written, mail read and schedules made. How many times do you end up trudging home in the evening *with a full load of work that didn't get done that day?*

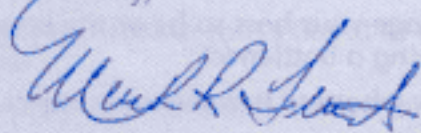
Now, think about a day when you managed to keep everything under control — the satisfaction you felt when you accomplished everything you set out to do. Feels good, doesn't it? No, it feels great ... it boosts your confidence and energy levels like nothing else!

After you attend **How to Manage Projects, Priorities & Deadlines**, you'll have the skills you need to feel that way every day! You'll discover key strategies that will help you:

- Juggle overlapping projects effectively even when they're all due at once
- Tactfully handle the people who don't deliver what they've promised
- Overcome a lack of resources — human or material — and still get top-notch results
- Ride the tide of changing priorities without blowing your schedule
- Maintain — even improve — the quality of your work as productivity goes up
- Reduce the stress you feel in high-pressure, high-demand situations

I encourage you to take this opportunity to join other professionals who face the same challenges you do. It promises to be a day that will forever change the way you work and the results you get!

Sincerely,



Mark R. Truitt
Executive Director

P.S. At \$99, this program is an unbeatable offer, especially when other workshops can cost up to 10 times that much. It's also a great chance to get things done office-wide ... *when three people from your organization attend, a fourth can go FREE!*

At last! The definitive skills you need to

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

WORKSH



Workshop Exclusive!

Discover Your Time Management Style and how you can improve it!

The *Time Management Style Survey* is a real eye-opener. It will help you identify your time-management strengths and weaknesses. You'll discover your most productive hours, so you can set them aside for your most important and demanding work. You even gain insights into how you work best — with a committee or alone, with a loose structure or a tight one, by handling difficult or easy tasks first and whether you prefer to delegate work or handle most things yourself.

The 50-question survey will yield a personal time management profile. Using the information you learn at the seminar, you can adapt your profile to manage your time and resources more effectively.

Don't miss the opportunity to gain this valuable insight. You won't find this unique tool anywhere else — *it's a National Seminars Group exclusive.*

1 New Ways to Organize Yourself — It's "Job #1" to Top Achievers

- Master 1-Minute Focus techniques that put you on track with your goals
- Success-robbing myths about time you probably believe
- How to get vendors tuned in to your priorities so they serve you better
- An ingenious calendar tailor-made to control projects
- 6 ways to eliminate time-stealing interruptions
- What you need to know about the 80/20 rule to dramatically improve your time management
- Your 5 critical resources and how to make the most of each
- Identify and maximize your most productive time of day
- 5 ways you sabotage your own productivity — and how to stop NOW
- How to say "no" and make it stick — without hurting yourself or your career

2 Focusing on Priorities — Doing First Things First

- A 2-step process you'll use every day to determine your #1 objective
- Our F.A.S.T. track method for staying on top of project priorities
- Create your personal "deadline safety net" — a manager's lifesaver
- Master a simple system to make sure small projects don't get lost in the shuffle
- How to manage your boss so he or she boosts the project instead of being a bottleneck
- How to know whom to involve in a project and how to use them
- A 12-point checklist for getting a project off to a fast start
- An ingenious strategy for dealing with "no way" deadlines
- Deadline negotiating techniques every manager needs to know

win the 5-front war on project overload!

AGENDA

Registration Begins at 8:30 a.m.

3 Juggling Multiple Jobs — Your Best Success Secrets

- > 5 proven techniques high achievers use to stay on top of multiple projects
- > Use our Multiple Project Organizers to bring order to your chaotic workload
- > The secrets to successfully juggling the work of more than one boss
- > 9 steps that take a project from fuzzy idea to completion without a glitch
- > How to identify project weak points — so you can anticipate problems before they arise
- > Your unalienable rights when your priorities collide with someone else's

4 Powerful People Skills for Project Leaders

- > 9 ways to get your staff excited about a project
- > Communication ground rules every professional must follow to win long-term team support
- > The one thing you must never do when discussing a project problem with team members
- > 5 questions people want answered before they commit to a project
- > A system for checking on progress without stepping on toes — a follow-up people appreciate

5 Beating the Stress of Overlapping Projects, Deadlines & Changing Directions

- > How to recognize staff tension that's about to blow up and how to defuse it
- > The secret to keeping your cool under white-hot deadline pressure
- > 6 questions to ask to determine your personal life balance and stress
- > The 1 thing you can do at the outset to reduce stress throughout a project
- > 5 resources to rely on in the battle to beat deadline stress



Multiple Project Organizers

take the headache and heartburn
out of project management

Is your head swimming from the details of multiple projects? Do you wake up nights wondering, "How will I ever get it all done?"

Finally, National Seminars Group has developed a step-by-step way to stay on top of the projects you face. The charts, records, worksheets and ideas in the *Multiple Project Organizer* will help you organize and track any project and stay on target from start to finish. No more worry-filled, sleepless nights. This information alone is worth twice the price of the seminar.

The National Seminars Hassle-Free Guarantee ...

You're guaranteed the latest and best ideas available in the area of project and time management, presented in an easy-to-use, easy-to-remember format. If you aren't completely satisfied ... for any reason ... we'll return every penny of your tuition. No questions asked.

6 Solid Reasons to Choose a Program from the Largest University-Based Corporate Trainer in North America

Hear how those who've attended the workshop have benefited

"Excellent! I got my priorities back in line with my goals, and I'm ready to go move my paper flow to an appropriate destination."

— Florence Armagost, Bureau Chief,
Secretary of State

"I really enjoyed the seminar. It has given me a better idea of how to get the whole department to organize priorities."

— Danette Bevers, Marketing Secretary,
LeaseAmerica

"Great program! I got some fine ideas on how to make better use of my time, keep my 'in' basket to a manageable level and control multiple projects."

— Jim Budzielek, Vice President,
Gainer Bank

Customized Training, Too

Training Focused on Your Unique Needs and Presented at Your Convenience

Do you stress out when you have multiple projects on your desk? Are you using your time as efficiently as possible? Is it hard to hit those impossible deadlines?

Now you can bring *How to Manage Projects, Priorities & Deadlines* into your organization and train your entire team to be more efficient with its time.

For more information about bringing this or any of our professional training programs into your organization, call our Business Training & Development Services department at 1-800-344-4613. Of course, there is no obligation.

• Practical, Real-World Benefits

Look over the course agenda on pages 4 and 5. Nowhere else will you get such solid "workplace specific" training backed up by tools you can use your first day back on the job.

• A Speaker Who Is a Knowledgeable Expert

You get more than a professional speaker when you attend a National Seminars program. You get an expert who knows from firsthand experience the best techniques for organizing multiple projects and priorities.

• A Reasonable Price

\$99 is reasonable tuition indeed for a full day of professional training. And the tuition is even more reasonable when 3 enroll from your company — a 4th can attend FREE!

• Your Program Is Fully Guaranteed

If you are disappointed in your training — for any reason — you will receive a complete refund. No questions asked!

• Backed by the Educational Resources of Rockhurst College

Every program presented must meet the rigorous academic standards and curriculum requirements of our accredited sponsor organization. In addition, participants may earn valuable C.E.U. credits for attending. (See Registration Information for details.)

• It's Learning That's Fun!

In addition to the wealth of information you will receive, the seminar is also a great chance to recharge your mental batteries. You'll return to your office ready to tackle your quality challenges and equipped with new techniques and enthusiasm.



SOLUTIONS AT YOUR FINGERTIPS

Accomplish more with less effort ...
and enjoy the results ... with the help
of *Getting Things Done*

This powerful handbook is designed to help you achieve success on time. In a world with constant deadlines and schedules, those who get results make it to the top. This easy-to-use desktop reference will put the necessary time management techniques at your fingertips!

Order this handbook today and receive the full
workshop discount ... before you attend!
A \$12.95 value — you pay ONLY \$9.95

TO ORDER: 1) Call our learning resource specialists at 1-800-258-7248 or
2) Complete the order form on page 7.

Cat. No. 411-B01 ~~\$12.95~~ \$9.95 (SPIRAL-BOUND)

**Win the
War on
Project
Overload ...
FOREVER!**

How to

Manage Projects, Priorities & Deadlines

**An
Unbeatable
Value
\$99**

See page 7
for dates and
locations

To register,
call toll-free
1-800-258-7246

Stop the daily battle with the clock, the calendar, your projects ... and your co-workers when you master the vital skills that PUT YOU IN CONTROL of your workday — How to Manage Projects, Priorities & Deadlines!



NATIONAL SEMINARS GROUP

6901 West 63rd Street • P.O. Box 2949
Shawnee Mission, Kansas 66201-1349

A Division of Rockhurst College Continuing Education Center, Inc.



Nonprofit
U.S. Postage
PAID
Rockhurst College
Continuing Education
Center, Inc.

**National Seminars Group
makes one simple guarantee ...**

**Attend this workshop
and you'll never again say —
"I didn't get a thing
done today!"**

Attention Mailroom Personnel: If undeliverable as addressed, please reroute to your training director.

HOMP #389