Are you feeling frantic, anxious and out of control? Do you have so much work that you don’t even know where to begin? Is your career suffering because you are so overwhelmed?

You need …

Organization Skills for the Overwhelmed!

You have a lot on your plate. In fact, you’re buried. And while you may tell yourself it will get better one day, the truth is that it doesn’t. There will always be surprises, deadlines, projects and stress. Master the organization skills that let you deal with whatever work or life throws your way.

- Reevaluate your calendar and learn how to squeeze out “free time” from every day
- Turn over a new leaf—resolve to “de-junk” and simplify your life for good!
- Master organizational musts for getting and staying on top of a demanding workload
- Learn smart, pain-free shortcuts for digging yourself out of that mess on your desk once and for all!

We’re coming to your area …

Enroll online at NationalSeminarsTraining.com/ORG or call 1-800-258-7246.
A Special Note to the Approving Manager

With today’s economic uncertainty, business managers like you must be able to justify every dime they are spending. When you send one of your employees to an NST workshop, you deserve to know EXACTLY what return on investment your organization will receive.

That’s why I personally guarantee that in just one day your employees will learn to …

● Boost their productivity with dozens of easy-to-use, time-saving tips
● Transform messy, cluttered work spaces into well-organized, efficiency-enhancing offices
● Understand how to keep information overload from overwhelming them
● Prioritize their tasks and projects with greater ease and precision
● Spend their time more productively for your organization

In addition, your employees will return to work full of energy and equipped with the mental tools and techniques they need to get organized immediately.

There’s no better investment you could make!

Sincerely,

Susan Enyeart
Director of Curriculum

Why Live Training?

Ask Questions of Trainers
Our trainers are organizational pros! When you attend a live workshop, you have the unique opportunity to ask specific questions and get real, practical advice about how to adapt techniques and strategies to fit your own work environment.

Learn From Your Peers
Live exercises, group discussions and brainstorming sessions are a feature of all of our seminars—which means you have the chance to brainstorm with others, find out if they’ve solved issues similar to the ones you face and come up with new solutions together.

Take Advantage of Networking Opportunities
When you attend a live seminar, you’re surrounded by other professionals as interested in their career growth and future opportunities as you are. That makes it a great opportunity to make new connections and expand your professional network.

There is a lot to learn in today’s world, but nothing compares to a live NST workshop experience.

“Feeling sorry for yourself, and your present condition, is not only a waste of energy but the worst habit you could possibly have.”

– Dale Carnegie

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Amazing Group Discount:
When three enroll from your organization, a fourth attends FREE!
How can I know if this workshop is for me? Find out with this quick quiz ...

Check all the boxes that apply to you.

☐ Do you procrastinate on getting organized because you can’t figure out where to start?
☐ Do people sometimes make fun of your messy work space … or worse, give you one of those disapproving looks?
☐ Do the sticky notes taped to your computer and calendars resemble a patchwork quilt?
☐ Have you ever started looking for something only to forget what you were looking for because the search took too long?
☐ Do phone calls, emails and meetings eat up your time so you can’t get your work done?
☐ Are you scared to throw papers away for fear you’ll forget something?
☐ Do you sometimes feel anxious, stressed and overwhelmed just walking into your work space?
☐ Does your stress affect the way you are with co-workers, friends and family?

If these scenarios sound like you, then Organization Skills for the Overwhelmed! will benefit you beyond measure. The tips, tricks, techniques and strategies you’ll learn in this exciting, jam-packed workshop will help you work more effectively and lower your stress level for the rest of your life! There’s no time to lose! Enroll now!

8 Big Reasons to Attend This Training

1. Learn how to organize ANYTHING in 3 basic steps
2. Eliminate time-wasters from your day and boost your productivity
3. Identify your “peak productivity” times of the day and use them most effectively
4. Discover how to pinpoint and eliminate old habits and behaviors that waste precious time
5. Gain smart tips to make sure you always have papers and files at your fingertips the moment you need them
6. Learn how to have a neat, efficient work area you’ll be proud for others to see
7. Discover how to get control of your inbox, email, voice mail and other communications
8. Know how to tell when you’re overstressed and how to de-stress fast!

“Very informative and enlightening … gave many good ideas and organizational suggestions.”
– E. Gibson, Secretary, Franklin, TWP Police

“It really showed me how to make better use of my time.”
– L. Bobroy, Customer Service Coordinator, Phillips Lighting

“Simply EXCELLENT!”
– R. Roberts, Supervisor, ITIC
Here's Your Five-point Plan for Getting Organized

Workshop Hours: 9 a.m. to 4 p.m.  Registration begins at 8:15 a.m.

1. Learn How to Get Organized—and Stay Organized
   ● How to organize ANYTHING in 3 simple steps
   ● Using the RAFT method to weed out nonessential papers
   ● A step-by-step plan of attack for turning piles into files
   ● How to get control of email, voice mail, phone calls and more
   ● Desk-clearing techniques that make you look neat and professional
   ● How to get free of the perfectionism trap and ratchet up your productivity
   ● Identifying old habits and thought processes that keep you from being as effective as you can be

2. Where Does Your Time Go?
   ● The Time Management Style Survey: Assessing your strengths and pinpointing your weaknesses
   ● 5 time-wise habits that top achievers share
   ● Tips for assessing how long a task or project will really take
   ● How to discover your daily “peak productivity time” and use it to your best advantage
   ● 20 smart ideas for stopping the interruptions that eat up your time
   ● Creating a time management plan that’s tailored to the way YOU work
   ● How next-step thinking moves your time management plan into action

3. Set Your Priorities to Get More Done
   ● Learn the FAST (Focus, Agree, Schedule, Track) system of priority management
   ● The 9 Great Deceivers that keep you powerless to prioritize
   ● How to eliminate procrastination from your life—forever!
   ● Managing your schedule—instead of letting it manage you!
   ● Identify your biggest time-wasters
   ● How to create a schedule with built-in flexibility for the unexpected
   ● The power of the one-minute focus to start your day right
   ● You can’t do it all! How to “Just say no!” when your plate is full

Bring This Course to Your Organization

If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at NationalSeminarsTraining.com/CorporateTraining or contact a training specialist at 1-800-344-4613.

Unlimited Seminars, Webinars and On-Demand Content ... With the STAR12 Professional Edition

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4. Tame Your Wild Work Space

- How simply rearranging your work space could boost your efficiency and professionalism
- Break the pack rat habit—keep only what is current and useful
- Learn why organizational gurus advise you to “Get a bigger trash can”
- Personal filing systems that take only seconds to use
- Discover how space organization tools can give you more room to work
- Staying on task despite a constant flood of emails, texts, voice mail and phone calls
- Creating an inbox system that works for you—not against you
- Turning piles into files—we’ll show you how, step by step

5. Lower Your Stress Level and Enrich Your Life

- Discover why working longer and harder doesn’t necessarily make you more productive
- Learn tips for avoiding the most common stress-related health problems
- Your life outside of work—do you have one?
- Why getting organized is vital to decreasing stress
- How getting organized can ward off insanity, shorten your workday, get you out in the fresh air and improve your quality of life

It’s easy to enroll!

Register online at NationalSeminarsTraining.com/ORG

Call toll-free 1-800-258-7246

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group discount: When three enroll from your organization, a fourth may attend for FREE! Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

STAR12 Professional Edition—only $499*: STAR12 entitles you to unlimited access to all NST seminars (retail priced $399 or less) + Webinars, online courses and more for 12 months. Enroll today at joinSTAR12.com.

*Plus tax where applicable

Check-in begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a $10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don’t cancel and don’t attend, you are still responsible for payment. Substitutions may be made at any time.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. You may also call us at 1-800-258-7246 for additional assistance.

Tax deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.
Are you feeling frantic, anxious and out of control? Do you have so much work that you don’t even know where to begin? Is your career suffering because you are so overwhelmed? You need …

Organization Skills for the Overwhelmed!

The Keys to Getting Your Life Back on Track

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