

**"One thing you can't
recycle is wasted time."**

FINALLY!
A one-day time
management
workshop
designed for
the way you
live and work
TODAY ...

ESSENTIAL Time Management & Organization Skills

**Get more done in less time – and
be better organized than you ever
dreamed possible – using a practical
new approach to time management!**

YOU'LL DISCOVER HOW TO ...

- ▲ *Free up countless hours with a time management plan you'll customize for the way YOU work*
- ▲ *Organize ANYTHING in three basic steps, attacking piles, stacks and "stuff" that hinders productivity*
- ▲ *Master "next-step thinking" to move past planning and into action*
- ▲ *Identify and eliminate your time-eating habits and organizational hurdles*
- ▲ *End procrastination, perfectionism and other time traps – forever!*
- ▲ *Eliminate missed deadlines by accurately estimating how long tasks will really take*

**Say goodbye to the stress, pressure
and frustration that come from being
disorganized and rushed for time!**

**Enroll today online at
www.natsem.com or call
1.800.258.7246.**

"OK, but will this workshop really benefit ME?"

TAKE THIS QUICK SELF-QUIZ TO KNOW FOR SURE!

- ? Do you find yourself coming in to work early and staying late on a regular basis?
- ? Do you have trouble finding papers and files when you need them?
- ? Are you drowning in unread or unanswered e-mails?
- ? Does your "to-do" list grow longer instead of shorter?
- ? Are you putting more and more projects and tasks "on the back burner"?
- ? Do people refer to you as a workaholic?
- ? Are you a procrastinator?
- ? Is your work area aglow in sticky notes?
- ? Do you often feel you're neglecting your family or your career — or both?
- ? Do you end up doing things at the last minute?
- ? Have you missed meetings, events or appointments because you just plain forgot?
- ? Are there stacks of papers or files in your work area that need to be filed or dealt with?
- ? Do projects frequently take longer than you anticipated?
- ? Do you find your weekends filling up with work?
- ? Do you habitually put off doing dreaded tasks?
- ? Do you frequently skip lunch or just gulp something down at your desk?
- ? Are you often trying to do at least two things at once?
- ? Are you chronically late?
- ? Are you embarrassed to have others see your work area?
- ? Do your high-quality standards make it tough for you to "let go" of a project?
- ? Do constant interruptions make it hard for you to get anything done?
- ? Do you have trouble saying "no" to requests, even when you don't have time to do what's being asked of you?
- ? Do you feel stressed out and pressed for time more often than not?
- ? Do you often spend a lot of time looking for things you know you just had?
- ? Do you feel so overwhelmed by the disorganization around you that you don't know where to start?

If you answered yes to more than a few questions, this workshop is for you. Regain control of your time and end chaos and clutter with a practical new approach that really works!

Your 100% Money-Back Guarantee of Satisfaction

We know time is money, which is why we won't waste either of yours! *Essential Time Management & Organization Skills* offers a practical, real-world approach to regaining control of your life on the job. Packed with the best techniques and ideas for time management and organization, it focuses on what works for busy professionals with hectic schedules. We're so certain you'll be delighted with the results of this workshop that we guarantee it 100%. In other words, if you're not completely satisfied with the training you receive, we'll refund every penny of your enrollment fee. Guaranteed!

When 3 enroll, the 4th attends free!

Why be the only one who's well-organized and on time? You can bring your coworkers along to this skill-packed workshop and SAVE 25% for your organization. When any 3 attend from the same company, the 4th person attends ABSOLUTELY FREE. So spread the word!

Control your time instead of letting it control you!

Enroll today online at www.natsem.com or call 1-800-258-7246.

WORK smarter instead of harder with a time management system YOU'LL design!

We'll show you how...

Are you working harder and longer than ever before, trying to keep up with an increasingly demanding workload? Most professionals are! You know the drill: You come in early, stay late, take work home, do two things at once – but your “to-do” list just keeps getting longer and longer!

Your calendar is jammed with commitments. Your workspace is shrinking because of the piles of paperwork you need to get to. You're stressed out, frustrated and overwhelmed because you don't see any end in sight to your growing workload.

Sound all too familiar? Then take heart! We've developed a practical new approach to organizing your time, a one-day workshop called *Essential Time Management & Organization Skills*.

Get more done in fewer hours with a time management system YOU design! The trouble with traditional time management theories, we've found, is that they're one-size-fits-all. No wonder they don't work! That's why the heart of this radically different program is a time management plan that YOU will design for yourself – allowing you to build in the flexibility you need to meet work and home commitments.

IN ADDITION, YOU'LL LEARN HOW TO ...

➔ **Organize anything** from a messy desk to towering piles in
3 basic steps

➔ **Take action** with “next-step thinking” to get tasks accomplished –
instead of putting them off

➔ **Boost productivity** by identifying and eliminating time-eating habits
and organizational hurdles

➔ **End procrastination**, perfectionism and other time traps forever!

Say goodbye to missed deadlines by accurately estimating
how long projects will take

Regain control of your time and conquer clutter by getting organized!

This workshop's unique two-pronged approach combines time management and organization skills to offer you “the best of the best” techniques, tools and tips for taking command of your workday. We'll show you how to clear the clutter in easy steps, how to organize your files and stop being a slave to sticky notes. Think what a relief it will be to walk into an organized workspace every day – instead of the messy piles and stacks that greet you now!

Take the next step: Make the decision that will change your life and enroll today. “Next-step thinking” is a cutting-edge, time management technique you'll master in this workshop, one that moves you from inaction to action – and success.

Control your time instead of letting it control you!
Enroll today online at www.natsem.com or call 1-800-258-7246.

Why Combine Time Management With Organization?

Even though most training providers offer separate workshops on time management and organizational skills, we strongly believe it's impossible to manage your time effectively when you're disorganized.

Think about it. Precious time is lost from your day whenever you have to search for missing papers, lost files and information you know you had "just a minute ago." It's tough to stay focused on using your time wisely when you're continually distracted by the clutter of piles, stacks and junk. When your in-box is overflowing, your voice mail is full and your e-mail program is rejecting messages because you haven't cleared it out in who knows how long, any time management strategies you'll try to implement haven't got a chance!

That's why *Essential Time Management & Organization Skills* combines these two disciplines for a unique, integrated approach – one that will help you become far more effective, productive and well-organized!

WORKSHOP EXCLUSIVE! The Time Management Style Survey

An important feature of this workshop is the Time Management Style Survey, a revealing self-assessment tool that will help you identify your time management strengths and weaknesses. You'll learn how making small adjustments in your current style will make an incredible difference in your personal and professional effectiveness!

Your 4-Point Plan to Organizing Your Time – And Your Life!

I Managing Yourself: Success Habits That Boost Your Effectiveness

- ▼ 5 time-wise habits that top achievers share
- ▼ Myths about time management that can stall your productivity
- ▼ The 7-step formula for eliminating procrastination from your life – forever!
- ▼ How to break away from perfectionism and other bad habits that rob you of time and effectiveness
- ▼ Recognizing the negative, time-robbing power of worrying – and how to banish it from your life
- ▼ The crucial importance of determining your real priorities and identifying what matters most
- ▼ A simple-to-learn prioritizing system that puts you in control
- ▼ Just say NO! Tactful but assertive ways to decline when your plate is full
- ▼ You can't do it all! Delegation techniques that work like a charm to lighten your load

II Managing Your Time: New Tools and Strategies That Really Work

- The Time Management Style Survey: Assess your strengths and pinpoint your weaknesses
- The one-minute focus and other planning "musts" guaranteed to double your productivity
- Identifying your greatest time-wasters – and determining how to avoid or eliminate them
- What's your daily "peak productivity time?" How to recognize and make the most of it
- 20 bright ideas for stopping the time-draining effects of interruptions
- Scheduling how-to's that build in flexibility for the unexpected
- Calendars, day planners, PDAs and personal productivity software: Determining which tools will work best for you
- The secret to ending chronic lateness
- Deadlines 101: Tips for assessing how long any task or project will really take
- The tyranny of "to-do" lists: How to turn this unruly monster into your best buddy

Enrolling is EASY – and FAST! Register online at www.natsem.com or call 1-800-258-7246.

III Managing Your Stuff: Clutter-Busting “Musts” for Getting Organized

- ▲ Eligible for Pack Rats Anonymous? How to break yourself of the instinct to keep everything
- ▲ How to organize ANYTHING in 3 steps: Analyze, Plan and Take Action!
- ▲ “Get a bigger trash can” and other words of wisdom from organizational gurus
- ▲ Creating an in-box system that works for you instead of against you
- ▲ A step-by-step plan of attack for turning piles into files
- ▲ How to design a filing system that meets your specific needs
- ▲ Technology tamers: Getting a grip on e-mail, voice mail, faxes and more
- ▲ In a tight squeeze? Space organization tools that can give you more room to work
- ▲ Desk-clearing techniques that’ll make you look like a neatnik in just minutes

IV Managing for the Long Haul: “Next-Step Thinking” Keeps You on Track for Life!

- ◆ Understanding the concept of “next-step thinking”:
Determining the next step you’ll need to take action on any task, problem or project
- ◆ PLANNING SESSION:
Developing your personalized plan for organizing your time
- ◆ How to use next-step thinking to put your plan into motion
- ◆ Maintaining your plan: Steps you’ll take tomorrow, next week, next month, next year
- ◆ Prevent backsliding! Guerrilla tactics for avoiding the pressure to do more

Whatever your training needs – we have a solution! To request a FREE catalog of events coming to your area, visit us online at www.natsem.com.

Train your team, your department or your whole organization – and watch productivity and efficiency skyrocket!

Just imagine how much more productive – and less stressful — your workplace would be if every individual possessed the powerful time management and organizational skills taught in this workshop.

Sounds like a dream, doesn’t it? But it’s not! Thanks to the convenient and affordable option of on-site group training, **we can bring this extraordinary new workshop directly to your organization.**

We’ll present this skill-building training at a time and place most convenient to you – and we’ll customize it to meet your unique organizational needs!

HERE’S WHAT YOU CAN EXPECT . . .

- **An expert trainer who’ll deliver an energy-charged training session packed with time-saving tips, tools and techniques**
- **A customized program that speaks to your challenges**
- **The synergistic benefit of team training**
- **Accelerated training techniques that allow participants to learn more in less time**
- **A 100% money-back guarantee of satisfaction**

Multiply the effectiveness of this skill-packed workshop by presenting it to 15, 50 or more than 100 employees! Then stand back and watch as missed deadlines, lost files, disorganized meetings, unfinished projects and desks that look like toxic-waste dumps become history! Productivity will soar, and frustration and stress will melt away.

Call our **Business Training and Development** department at **1-800-344-4613** for more information on how to bring this exciting workshop to your group, or check it out online at www.natsem.com/onsitetraining.cfm.

“Time flies. It’s up to you to be the navigator.”

– Robert Orben

To Enroll



Register online at
www.natsem.com



Call toll-free
1-800-258-7246



Fax the completed
registration form to
1-913-432-0824



or Mail the registration form to:

National Seminars Group
P.O. Box 419107
Kansas City, MO 64141-6107

Spend just one more day ...

Life Balance & Stress Reduction*

Renew, Recharge and Regain Energy and Balance in Your Life!

Are you trying to accomplish more than you can handle? Dealing with conflict situations that never get resolved? Feeling tired and don't have enough energy or enthusiasm to do the things you want to do? Not able to say no?

Now, imagine a more productive, less stressed, more focused you! It's time to take a break and discover new ways to recharge your energy and enthusiasm ... and learn to see your life and career in a whole new way. Spend one more seminar day with us and we'll show you how.

IN ONE POWERFUL SEMINAR DAY YOU'LL ...

- Concentrate on the work at hand and improve your professional and personal accomplishments
- Handle frustration, anger and anxiety calmly
- End the overworked and overcommitted cycle and learn to say no
- Develop a life balance that puts an end to that always guilty feeling
- Develop a simple conversation model that takes the edge out of uncomfortable conversations
- Practice quick and easy "at your desk" stress-relieving exercises

Learn the secrets hundreds of business professionals use to deal with the pressure when things get tense.

Workshop hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

**This workshop is not available in all areas.*

From Our Resource Center ...

Get More Done In Less Time for a Higher Level of Success

It's crucial to make the most of your time, because you can never get it back. With the *Time Management* program you'll learn how to turn time into an asset, accomplishing more than you ever thought possible!

Item # B612002 ... **Your Price Only \$99**

Time Management Package Includes:

Time Management:
Get the Most Out of Your Time
1 36-Minute Video,
1 Audiocassette & Guidebook

Plus Absolutely FREE!
How to Get Things Done,
2nd Edition Handbook
Shortcuts to Creating & Maintaining
Organized Files & Records Handbook



To order, call 1-800-258-7246 or see order form on page 7.

Visit Us Online at www.natsem.com

Express online registration is available 24 hours a day – 7 days a week. Plus, check out all the exciting events coming to your area ... great articles on timely topics ... special prices on books, tapes and more ... and fabulous FREEBIES you won't find anywhere else!

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 3 enroll from your organization, a 4th may attend for FREE!

CHECK-IN begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

CANCELLATION. If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

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.

FED ID #43-1576558



2. Check all workshops you wish to attend ...		Time Management (1-day)	Life Balance* (1-day)
<i>(Please list additional registrations on a separate sheet and attach.)</i>			
1. Mr./Ms. _____ Title _____		<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Address _____			
City/Event # _____			
2. Mr./Ms. _____ Title _____		<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Address _____			
City/Event # _____			
3. Mr./Ms. _____ Title _____		<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Address _____			
City/Event # _____			
4. (FREE!) Mr./Ms. _____ Title _____		<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Address _____			
City/Event # _____			

Please send me _____ copies of the **Time Management Package** (Item No. B612002) at \$99 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$5 for first item; \$1.50 for each additional item. Method of payment is indicated in Step 5.

3. Company Information (Please Print) *Phone required in case of last-minute changes.

Organization _____
 Address _____
 Mail Stop _____ *Phone _____
 City _____ State _____ ZIP _____

Approving Supervisor: Mr./Ms. _____
 E-Mail Address _____
 **Fax _____
 ***Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.

4. VIP Privileges Program – Join Today!

Join our **VIP Privileges Program** and enjoy exclusive discounts and benefits. We'll fax you and your organization first notice of upcoming events in your area, special discounts up to 50% and offers available to members only.

Sign here to join _____
By signing, you and your organization are giving permission for RUCCEC to use your fax number to notify you and your organization of upcoming seminars in your area and provide you and your organization with special discounts and offers.

5. Method of Payment

If you have registered by phone, please record your confirmation number here: _____

Check payable to National Seminars Group is enclosed.

Charge to: MasterCard VISA American Express Discover Diners Club
 Card No. _____ Exp. Date _____
 Signature _____

Bill my organization; Attn: _____
 (Note: Full registration fee due and payable prior to start of workshop)

Our purchase order is attached (government, educational and health care organizations only)

6. Important: Your VIP Customer Number

- -

Fill in your VIP Customer Number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

*The Life Balance workshop is not available in all areas. Please refer to the workshop schedule above to check availability in your area. **7**

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could benefit from the training
described in this brochure?**

Our On-Site Training services
might be the right solution for you!
See page 6 for more information
or visit us on the Web at

www.natsem.com/onsitetraining.cfm

Time-Sensitive Material



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is recyclable.

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