

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

FINALLY!
A 1-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.NationalSeminarsTraining.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 and 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.NationalSeminarsTraining.com or call 1-800-258-7246.

Americans now spend more hours at work than employees in any other industrialized nation.
— United Nations International Labor Organization study

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

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!

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



Buy Into a Bright Future

For less than you'd think ... with STAR12

Keeping your skills up-to-date is the best way to ensure a bright career. STAR12 can help.

For one low annual fee, STAR12 gives you unlimited access to the most comprehensive collection of seminar training and online learning resources in North America. In fact, if you join STAR12 today, you'll get a jump-start on the success you deserve by attending *Essential Time Management & Organization Skills* absolutely FREE!

Give yourself the edge you need to achieve your dream career. Join STAR12 today!

Learn more about STAR12: www.natsem.com/STAR12

Become a STAR12 member today for only *\$599, which allows you to attend *Essential Time Management & Organization Skills* — or any other seminar in the STAR12 learning collection — for FREE! Call 1-800-258-7246.

*\$599 entitles you to a Gold-level individual STAR12 membership.

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!

Stay permanently on track with an invaluable time management tool: **YOUR WORKBOOK!**

Essential Time Management and Organization Skills is designed as a long-term solution to your time and organization issues – not a one-shot wonder. That's why every participant will receive a comprehensive softbound workbook filled with the time management and organization strategies, tips and tools you'll cover. After the workshop, your workbook will become a handy reference you'll use again and again to help you stay on track with the personalized time management plan you'll create – and to continue to stay well-organized for years to come!

Control your time instead of letting it control you!

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

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

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 inbox 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 and 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!

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

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

– Robert Orben

WHAT'S A FEW MINUTES HERE OR THERE?



ON-SITE TRAINING SERVICES: WORLD-CLASS TRAINING. GUARANTEED RESULTS.

- ✓ On average, employees waste 2.09 hours per day – not including lunch.
- ✓ And cost their companies \$759 billion a year in lost productivity.

Now, you know a true slacker when you see one. It's the other employees you worry about – the assistant who takes an hour to “warm up” ... the supervisor who puts off big projects ... the manager who's so overwhelmed she doesn't know where to start.

Add in the demands that technology makes on your team's time and you know why thousands of professionals – like you – ask us to deliver this seminar on-site. Our on-site program covers hot, new time-management tools and strategies for 21st century organizations, plus inside secrets to coping with e-mail, the Internet, PDAs and other electronic time-busters.

On-site training is surprisingly affordable ... we'll present the program when and where it's convenient for you ... and we can tailor the content to address your unique challenges.

For more information, call 1-800-344-4613, e-mail us at onsite@natsem.com or visit us on the Web at www.NationalSeminarsTraining.com.

Simply unparalleled training.

Become an Expert Today With These Resources ...

The Ultimate Organization 3-Volume Series

This 3-volume series will provide stress-free time-saving tips and techniques you need to prioritize and organize every aspect of your life from your desktop to your home front. This is a must-have series for anyone struggling with the feeling of “never enough time.” Order your set today and discover how to create more time for the things you really want to do!

Includes ...

- Volume 1 – *How to De-Junk Your Life*
- Volume 2 – *How to Get Things Done*
- Volume 3 – *Stress Management*

Each volume includes: 1 60-minute program, 1 interactive handbook, 1 facilitator's guide and 1 participant's guide – all on one convenient DVD.



Plus, get the book *Prioritize, Organize: The Art of Getting It Done* FREE!

Item No. TIMEO0108 ... Retail price: \$474

Your Price Only \$149 (You save \$325!)

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

To Enroll



Register online at
www.NationalSeminarsTraining.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

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.

CNE: Rockhurst University Continuing Education Center, Inc. is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

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

REGISTRATION FORM

Workshop Schedule

1. Enrollment Fees

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only, and cannot be used for STAR12 memberships.

- Join STAR12 – Gold Membership*: \$599**
STAR12 Members Attend This Event for FREE!

*\$599 qualifies you for a Gold-level STAR12 membership, and entitles you to a full year of unlimited FREE access to every seminar in the STAR12 learning collection. Your membership will be activated upon receipt of your membership dues. For more information, visit www.natsem.com/STAR12.

2. Names of Attendees (Please Print)

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event #: _____
2. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event #: _____

- Please send me _____ copies of *Ultimate Organization 3-Volume Series* (Item No. TIMEO0108) at \$149 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$6 for first item; \$1.50 for each additional item; express extra. Method of payment is indicated in step 4.

3. Company Information (Please Print)

**Phone required in case of last-minute changes.*

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

Approving Supervisor: Mr./Ms. _____

E-Mail Address _____

*Phone _____

**Fax _____

Sign here _____

***This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCEC to use your fax number for these purposes.*

4. 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)

5. 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.



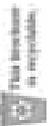
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Time-Sensitive Material



Hoping for a brighter,
more successful
future? **STAR12** can
help. Details on page 3.

VIP #919-118101-001

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