SkillPath Seminars invites you to attend a very special one-day workshop …

Managing Multiple Projects, Objectives and Deadlines

Learn how to get and keep control of concurrent projects, competing priorities and critical deadlines

Master valuable new skills that will serve you forever!

- How to reap the benefits of better planning
- How to stay on top of multiple projects and demanding deadlines
- How to get organized and *stay* that way
- Why deadlines get missed—and how to make sure they won't be
- How to make sure your real "top priorities" don't get lost in the shuffle
- How to maintain a high level of personal motivation when the pressure is on
- How to overcome the most common barriers to personal productivity
- Plus dozens of ways you can be more powerfully productive every single day

See inside for complete details about this fascinating day of learning.

To enrol: Call toll free 1-800-873-7545

We're coming to your area …

Presented by: **SkillPath® Seminars** • *The Smart Choice®*

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Find us on Facebook Follow us Subscribe to our channel

We'll show you how to survive—and thrive—in a high-demand job

Is this your situation?

You're constantly faced with too many deadlines and too many projects, all of which have *top* priority. Then, just when you think things are going smoothly, a crisis erupts, priorities change and the scramble is on.

In the midst of this hectic activity, your daily work must go on. You have to return phone calls, handle mail, attend meetings, prepare reports and schedules … plus take care of all the other expected and unexpected interruptions that are part of your daily routine.

If any of this sounds familiar, then this one-day workshop was designed for you … the busy manager, supervisor or administrative person who juggles deadlines, projects and multiple demands … the person with no time to waste!

We've combined everything you need to know about multiplying the results you get from every single day. You'll gain vital new insights into how to maximize your on-the-job effectiveness.

Best of all, we're bringing this special workshop to a location near you at a nominal cost. Don't miss this opportunity to become more personally and professionally productive than ever before.

You'll gain powerful new skills that you can put to work right away:

1. How to handle multiple priorities

How to set deadlines in a way that wins agreement and gets commitment (**yours** and **theirs**) … how to evaluate priorities each day to make sure the true top priorities get handled.

2. How to identify and cut time-wasting activities

Creating an efficient work environment … recognizing hidden time wasters … 8 ways to save time that nearly everyone overlooks.

3. How to organize for efficiency

How to make good organization a habit … taming the "paperwork tiger" … systematizing your desk for desktop success.

4. How to handle the pressure of juggling people, paper and priorities

How to recognize and handle "no-win" situations … how to channel your stress into energy … how to keep your perspective … how to maintain your enthusiasm and positive attitude.

5. How to work with people when the heat's on

How to build and keep positive relationships … how to avoid appearing defensive … how others can help you establish balance … how to tactfully manage people who interrupt you … how to communicate clearly.

6. How to keep quality high while productivity goes up

Avoiding the pitfall of perfectionism … how to turn deadlines into tools instead of traps … how delegating responsibilities multiplies your effectiveness.

Need one more reason to choose this SkillPath seminar? Our guarantee.

It's simple. If you're not happy, we're not happy. If you're not absolutely delighted with the value and benefits to be gained from this workshop, we'll refund your tuition in full or arrange for you to attend another SkillPath seminar without paying another penny.

A special message from SkillPath's president …

Dear Professional,

It's a fact of business life. Every day we're judged by our ability to manage projects, priorities and deadlines. Our organization's success (and our own career success) depends, to a great degree, upon our skill in getting the right things done—on time and with the desired result.

That's the focus of this valuable day of learning—to bring you proven techniques, guidelines and strategies for staying on top of even the most demanding schedule of competing priorities and multiple projects.

You'll learn how to apply the methods professional project managers use to keep track of multimillion-dollar projects. We'll show you how to build a deadline "safety net" to make sure no critical deadlines ever slip by again and how good planning can help you avoid the "no-win" situation of trying to meet unrealistic deadlines.

Here's just a sample of what you'll learn in this information-packed day of training:

- How to maintain—*even improve*—work quality while increasing work volume
- What you can do to create a more productive work environment
- How to avoid the 4 most common reasons your projects get bogged down
- How to work with multiple bosses
- How to make sure *your* top priorities line up with *your boss's* top priorities
- How to overcome the reluctance to plan
- Recognizing when planning really *is* a waste of time
- How to ask for additional help and resources when you need them
- How to use simple, real-world tactics for coping with the stress of a high-demand job

Plus dozens of other tips, techniques and strategies for getting more accomplished faster … and with better results than ever before.

Just one day of your time and one low enrolment fee. That's all it takes to benefit forever from the valuable insights and new skills this powerful seminar has to offer. Don't miss this opportunity to attend.

Sincerely,

Robb Garr
President, SkillPath Seminars

P.S. Your investment of just one day pay you dividends for years to come in increased personal and professional effectiveness. Reserve your place today by calling 1-800-873-7545, on-line at www.skillpath.ca or by mailing in the enrolment form on page 7.

What others say about this SkillPath workshop …

"This was the best seminar I have ever attended! … more contagious than chicken pox, and it got me 'itchy' to make changes!"

— Trudy Bowers
Pretreatment Coordinator
Envirotech Operating Services

"Excellent information for anyone managing anything (be it projects, priorities, deadlines, people or machines). Six hours of needed foundation for anyone trying to accomplish something."

— Gene Tierney
Sanitation Supervisor
Kraft/General Foods

"This is the best focused information I've seen on how to do several things well. The course should be required education for every manager."

— Ralph Connor
Program Manager
Symbolic Displays, Inc.

"Extremely helpful and well-presented material. Very contemporary and relevant. One of the best I've attended."

— Jan Reese
Personnel Supervisor
Carpenter Technology

"I've been to many seminars as a professional and I must say that this is the best I can remember. Excellent content, structure and motivational balance. I recommend it to all who need help on how to manage their work and lives."

— Dennis Korn
President
Korn & Associates, Inc.

To enrol: Call toll free 1-800-873-7545, on-line at www.skillpath.ca, e-mail us at enroll@skillpath.com, fax your registration to 1-913-362-4241 or mail in the registration form on page 7

Workshop Outline

One day—that's all it takes to gain t
multiple projects, objectives and dea

Program hours:
9:00 a.m. to 4:00 p.m.

Another great reason to attend …

Your trainer David Morgan

David Morgan teaches priorities management concepts with the knowledge and conviction of a pro who's "been there." You'll come away from his workshop with solid, practical skills you can use to increase your own personal productivity right away.

▶ Gaining control of your workday

- The 10 "Golden Rules" of time management
- An eye-opening test to see just how out of control your workday really is
- How to eliminate the BIG THREE productivity killers: Procrastination, poor planning and personal disorganization
- Deadlines: How to tell the *real* from the *fake*
- How to turn chaos into momentum when everything happens at once
- 5 steps for improving your personal effectiveness that can have a dramatic impact on all parts of your life
- Small changes to make to your work area that'll give a big boost to your productivity
- How to hit the ground running your first day back from a business trip or vacation
- Hidden time-wasters: Know how to spot them—and *stop* them—before they throw a wrench in your day

▶ Handling competing priorities like a pro

- A 6-step ACTION plan for turning priorities into attainable, measurable goals
- 8 foolproof principles for effectively managing competing priorities without sacrificing quality
- What you should *delegate* and what you should *do yourself*—a 9-point checklist
- 5 elements of positive self-regard that make you more successful in handling people and projects
- 3 proven methods for keeping interruptions from wreaking havoc on your priorities

▶ Getting organized—so you can get down to business

- How to use the "divide and conquer" strategy of organization
- 9 strategies for taking control of phone calls and voice mails
- Stem the tide of paperwork and electronic documents—"power filing" techniques that'll automatically supercharge your day
- Multitasking without losing your mind—(myth or reality?)
- Enlist the help of others to stay organized—here's how
- Creating a "get organized" tool kit that works for you
- Hire your e-mail program as your new "electronic assistant"
- Choose your weapon to fight disorganization: Day planner, calendar, smartphone, personal productivity software—how to decide what works best for you

We guarantee results!

If you're not happy, we're not happy. Go back to work and apply the new techniques you learned in our seminar. If you're not absolutely delighted with the results you achieve, write to us right away. We'll issue you a refund or arrange for you to attend another SkillPath seminar without paying another penny. That's our guarantee!

he skills you need to handle
adlines

▶ Project planning: An automatic way to increase your productivity

- The first 3 questions to ask when sorting priorities and setting deadlines
- The quick and easy rule for determining how much time to allow for planning
- When planning really *is* a waste of time
- Parkinson's Law: How to apply it to cut the time required for any project
- Understanding every project's "life cycle"
- Why prioritizing your project's "Triple Constraints" is critical to success
- Project management tools the pros use: Work Breakdown Structures, Gantt charts and project management software

▶ Managing yourself, people (and even the boss!) for greater results

- Take this quiz to reveal your personality style—and learn how it can kick your productivity into high gear
- "Seek first to understand" your way to better results
- Why "excellence" and "perfection" aren't synonymous
- 6 recommendations for coping with those who slow you down
- The secret of master diplomats—how and when to say "No"
- 4 discouraging words to eliminate from your vocabulary
- 6 remedies for "hurry sickness"
- What to do when your supervisor micromanages your productivity straight out the door!
- How to handle the challenge of working for multiple bosses—especially when they're in different locations
- How to dramatically increase your value to your boss and your organization (and be recognized for it)

▶ Don't let stress control you

- Know what triggers push your "stress buttons"
- Take the test: How vulnerable are you to the negative effects of stress?
- Type A or Type B: Are you letting your personality type "work" for you?
- Why it's more harmful to avoid stress than to deal with it head-on
- Turning stress into a healthy motivator for getting things done
- The 12-step plan for controlling stress and avoiding burnout

On-site training and keynote speaking …

We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, SkillPath is the answer. For complete details and a no-obligation quote, call 1-800-873-7545 and ask for the on-site training department.

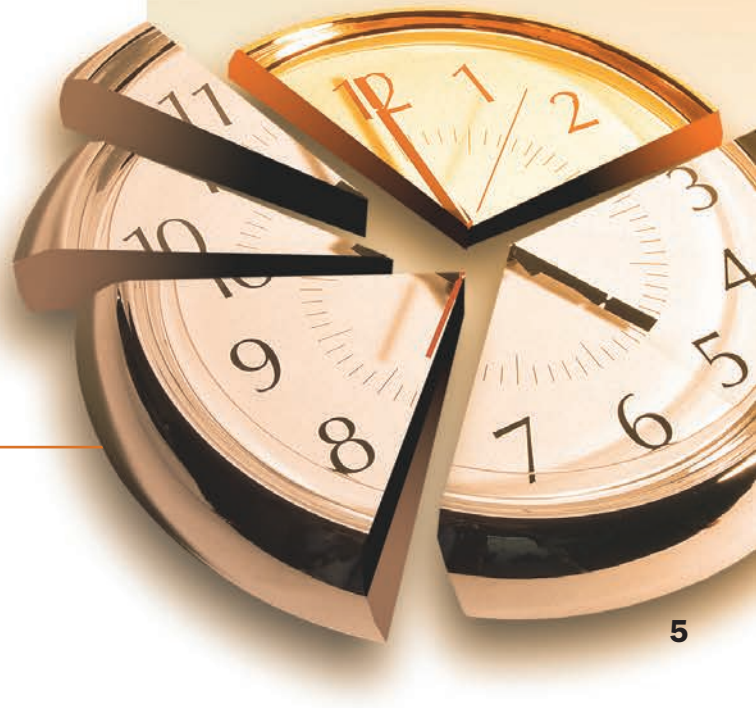
Program agenda:

8:15 a.m. – 9:00 a.m.
Register and collect materials

9:00 a.m. – 11:45 a.m.
Workshop session

11:45 a.m. – 1:00 p.m.
Lunch on your own

1:00 p.m. – 4:00 p.m.
Workshop session



To enrol: Call toll free 1-800-873-7545
or on-line at www.skillpath.ca

▶ Brought to you by SkillPath—

The Smart Choice® for people serious about success

SkillPath trains thousands of achievement-oriented professionals like you every month, from organizations of all sizes and all types—business, government, health care, education and the military. Our seminar leaders are a select group of trainers at the top of their profession—skilled teachers with a tremendous depth of knowledge in their respective topic areas. Our commitment to providing you with the highest-quality learning experience possible has made SkillPath the fastest-growing training company in the world. Attend this seminar and experience for yourself the positive effect of powerful ideas, skillfully presented.

SkillPath's continuing support … We don't just stand behind our seminars, we stand behind *you*. If, after attending the seminar, you're faced with a personal productivity problem and don't know where to turn—try us. Just send a brief description of your particular problem or question and one of our specialists will promptly respond. Where else can you find that kind of support? *Nowhere but with SkillPath.*

▶ Important information

Our registration table opens at 8:15 a.m. When you arrive at the hotel, please check the directory for the exact location of the seminar. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your seminar materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

We begin at 9:00 a.m. on the dot and wrap up at 4:00 p.m. Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make the day even more enjoyable.

Parking. We do our best to find seminar facilities that have all the pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

Audio/video recording. Our programs—both what you see and what you hear—are fully copyrighted by SkillPath. No audio or video recording, please.

▶ Still haven't picked up the phone?

Five more good reasons why you will want to attend this program …

1. **Our trainers are the best … period.** We choose only the pros who have a proven track record of training effectiveness, professionalism and expertise. And what's more, they're exciting communicators who'll provide you with one of the most interesting days you've ever spent.
2. **We give you only the most <u>important</u>, important information.** There's a lot of information out there that could take you years to gather on your own. In six short hours, we'll give you what we believe is the best, most important information to help you be the best you can be.
3. **Practicality is emphasized.** You will leave this seminar with specifics you can apply immediately. And you won't go home empty-handed. You'll leave this workshop with a Certificate of Attendance; a soundly researched, unabridged workbook; and step-by-step guidelines for using the information you've just learned. We promise you'll get results your very next day back at work.
4. **The value is unbeatable.** Not only is our enrolment fee among the lowest you'll find, when four or more enrol from the same organization, you'll enjoy a significant discount.
5. **Our guarantee is unconditional, straightforward and the very best in the industry.** How can we be so confident? Because we work hard *before* the seminar to make sure you're happy *after* the seminar. Pertinent, up-to-date information you can really use, a convenient meeting location, seminar registrars who are courteous and helpful and a trainer who grabs your attention and takes you on an exciting journey full of fun and *facts*. We believe you'll love every minute of it. Millions of satisfied participants are sold on SkillPath seminars. Why not join them?

Registration Information

1. For the fastest service, phone 1-800-873-7545 or 1-913-677-3200. Our customer service representatives will be happy to take your enrolment. The easiest way to guarantee your enrolment is to pay with a credit card when making your reservation, or you can mail in your payment before the seminar date.
2. Visit our Web site at **www.skillpath.ca** for easy on-line registration.
3. Or send your enrolment to us by e-mail at **enroll@skillpath.com**. Please include the following information: Name and mailing address; session you wish to attend; your VIP number as it appears on your mailing label; approving manager and billing information.
4. If you prefer to fax us your registration, the number is 1-913-362-4241. Please include credit card information or mail in your payment before the seminar date.
5. Of course, you can complete the enrolment form below, clip it and mail it with payment to: SkillPath Seminars, P.O. Box 997, Mission, KS 66201-0997 USA.

Whatever your method of registration, be sure to enrol right away since space is limited. As soon as we receive your enrolment, we'll send your Express Admission Ticket. Simply bring it with you to the program and hand it to the registrar. If your ticket doesn't arrive before the seminar, be sure to go anyway. We'll be expecting you. Walk-in registrations are welcome on a space-available basis only.

Your tuition may be tax deductible. Even the government smiles on professional education. Expenses of Continuing Education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills may be tax deductible for corporations. Please contact your tax advisor.

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.

Continuing Education Credit: SkillPath offers Continuing Education Credits based on program length and completion in accordance with the National Task Force for Continuing Education guidelines for attendance at our seminars (save this brochure and your Certificate of Attendance). Please contact your professional licensing board or organization to verify specific requirements. You may also contact us at 1-800-873-7545 for additional assistance.

SkillPath provides you with a Certificate of Attendance that serves as your permanent record of participation. You may want to frame it or put it in your personnel file to show that you're serious about success.

Five easy ways to register ...

▶ By Phone
1-800-873-7545
or 1-913-677-3200

▶ On-line
Enrol on-line at
www.skillpath.ca

▶ By E-mail
enroll@skillpath.com
Please include:
- Name and mailing address
- Session you wish to attend
- Your VIP number as it appears on your mailing label
- Approving manager
- Billing information

▶ By Fax
1-913-362-4241

▶ By Mail
Complete and mail enrolment form to:
SkillPath Seminars
P.O. Box 997
Mission, KS 66201-0997 USA

CLIP PAGE AND MAIL

Yes, *I can't wait to attend*

Managing Multiple Projects, Objectives and Deadlines

Please fill in the city and date where you'll attend

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Your Preferred Customer Number:

_____

Your VIP Number:

_____

Please fill in the spaces above with the information that appears on your mailing label.

SkillPath's FREE e-newsletter—get it today! Our e-newsletter brings some of the greatest ideas from SkillPath's most popular courses right to your desktop or laptop. It's easy, it's free—and it has something for everyone in your organization: Skill-building articles, software tricks, seminar schedules and special discounts. Subscribe yourself—and all the key members of your staff—today at **www.skillpath.ca**.

Please note: If you've registered by phone and paid with a credit card, it's not necessary to return this form.

Mr.
Ms. _____
Name and Title — Program No.
E-mail Address _____

Mr.
Ms. _____
Name and Title — Program No.
E-mail Address _____

Mr.
Ms. _____
Name and Title — Program No.
E-mail Address _____

Mr.
Ms. _____
Name and Title — Program No.
E-mail Address _____

Please list additional registrations on a separate sheet and attach.

Mr.
Ms. _____
Approving Supervisor — Title

Organization _____

Mailing Address _____

City, Province, Postal Code _____

Telephone _____ Ext. _____

Fax _____

Payment information (Please pay before the seminar. Enrolment fee payable in Canadian funds.):
Goods and Services Tax registration number 896 977 436RT

☐ Confirming phone registration: # _____
☐ Cheque enclosed payable to: **SkillPath Seminars**
Mail to: SkillPath Seminars, P.O. Box 997, Mission, KS 66201-0997 USA

Cheque # _____ Cheque amt. _____

☐ Purchase order attached: # _____
☐ Invoice my organization
Attention: _____

Charge to:
☐ MasterCard ☐ Visa ☐ AmEx

Card number _____

Expiration date _____

Signature _____

SkillPath Seminars invites you to attend a very special one-day workshop ...

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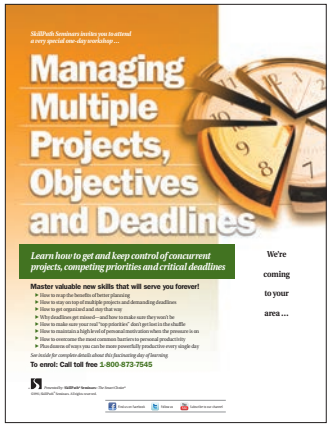

Learn how to get and keep control of concurrent projects, competing priorities and critical deadlines

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