



Do any of these sound familiar?

Your kids think you're the handy man who shows up on weekends.

Your dog growls at you when you come home because he doesn't recognize you

You're on a first name basis with the night shift manager at the local fast food place

You can only find your way home in the dark

You are surprised to notice that your husband is bald

You know you belong to a gym but can't remember where it is

If they do, you need to get your life back. You need to attend

GET FOCUSED – GET RESULTS – GET A LIFE

This new one-day seminar will show you how to set priorities, get the important stuff done and establish a healthy balance between work and family.

GET FOCUSED – GET RESULTS – GET A LIFE

To-do lists, daily planners, sticky notes – you've tried them all yet you still seem never to have enough time to devote to the "important stuff". If that sentence describes you, you're ready for a whole new approach to time management.

GET FOCUSED – GET RESULTS – GET A LIFE

is a new one-day seminar based on the unique productivity-improvement/stress-reduction principles developed by Dale Carnegie in his book, *How to Stop Worrying and Start Living*. You'll begin by learning to prioritize projects in terms of their payoff – where can you get the biggest bang for your "time buck".

Next you'll see how to lock out mental distractions so that you can concentrate the enormous power and energy of your mind on your priorities. You'll be amazed at how much more you can do – and how much more effectively you operate – when your attention is totally and completely focused. By using techniques like "day-tight compartments" and "magic formula decision making" you will actually train your mind to be laser sharp all the time. You'll learn to cut through the clutter, zero in on the real issue, deal with it and move on.

This powerful program will also give you four work habits that will banish fatigue and energize you to accomplish more than you ever thought possible. In addition, it will help you deal with the monumental, twin technological time wasters – the avalanche of e-mail and the telephone tag caused by voice mail.

It's time to take back control of your day and your life. Register today for *Get Focused – Get Results – Get a Life*. Learn to shut down e-mail, turn off your cell and start living again.

Team Discount

We offer a special group discount of 10% off for 3 or more participants in the same course. Phone 800.231.5800

Onsite Training

Seminars can be customized to meet your company's needs and conducted on-site. Phone 800.231.5800

Guarantee

Upon completion, if you are dissatisfied with a Dale Carnegie Training® seminar for any reason, we'll send you a prompt refund. No questions asked.

Cancellation Policy

Dale Carnegie Training® will give you a complete refund if you cancel up to two weeks before your seminar or course begins. Please note, however, that cancellations received less than two weeks before the seminar are subject to a \$100 service charge. In fairness to all attendees, confirmed participants who do not attend their scheduled sessions are liable for the entire fee.

Dale Carnegie Training® reserves the right to cancel any of its programs.



Participants learn to

- Set priorities by pay-off potential
- Seal off mental distractions
- Focus on the job at hand with laser intensity
- Identify your personal time-wasters
- Stop procrastinating
- Make quick, effective decisions using the magic formula
- Get out from under the tyranny of e-mail
- Avoid the telephone tag game
- Say no when you need to
- Handle the stress caused by approaching deadlines
- Turn time into a manageable resource
- Minimize interruptions
- Defeat stress by eliminating 50% of your business worries
- Juggle competing priorities
- Get rid of bottlenecks that slow you down
- Handle the drop-in distractions
- Turn meetings from a waste of time into productive time
- Live in day-tight compartments
- Achieve a healthy work-family balance

Who should attend

Every business person who wants to put an end to the stress, burnout and worry caused by having too much to do in too little time.

Seminar Registration Form

Name _____
Position _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
E-mail _____

Please indicate course location and date

City _____ State _____ Date _____

Please register the following additional people:

Name _____ Position _____
Name _____ Position _____

- Bill my company Bill me
 Payment enclosed (Check made payable to Dale Carnegie & Assoc.)
Charge my Visa MasterCard American Express

Account Number _____
Name on Card _____ Exp. Date _____
Billing Address _____
City _____ State _____ Zip _____
Amount _____ Signature _____

Please send me a complete course catalog

When it comes to a new approach to time management, **we wrote the book**



Dale Carnegie Training® presents a new one-day seminar

GET FOCUSED – GET RESULTS – GET A LIFE

Visit us at www.dalecarnegie.com

Learn to concentrate the enormous power of
your mind to get more done