

How to Stop Wasting Time, Stay Focused and Get Results

Who Should Attend

All business people who feel that there is not enough time in the day. Everyone who wants to take back control of the clock so they have more time for themselves.

This two-day seminar takes a different approach to time management. Of course it gives you the basics, but its main intent is to show you how to focus. Based on principles developed by Dale Carnegie such as “living in day-tight compartments” and his “magic formula for effective decisions”, this revolutionary program will show you how to lock out distractions, resolve those nagging issues, prioritize activities by potential pay-off and to concentrate only on those tasks that are worth your time investment.

The power and energy of your mind is enormous. By focusing it on the task at hand you will be amazed at how much more quickly – and effectively – you can accomplish your goal. Take back control of your time and your life. Get the job done so you can shut down e-mail, turn off your cell and start living.

Learn How To

- Focus only on projects with a big pay-off
- Eliminate 50% of your business worries immediately
- Avoid procrastination
- Minimize interruptions
- Seal off mental distractions
- Use the “magic formula” to make quick, effective decisions
- Employ four habits that banish fatigue from your workday
- Live in day-tight compartments
- Add an extra productive hour to every day