



# Maximizing Productive Time Through Focus

time

How often does this happen to you? You have blocked out two hours to complete a project. You gave yourself plenty of time, closed the door and put the phone on "do not disturb." You followed all the rules of time management; yet, it's an hour and a half later and you've done almost nothing. What happened? This is not a time management problem; this is a focus issue. If you examine your thoughts during that hour and a half you'll find that they were on a whole host of issues and worries that had nothing to do with your project.

*Maximizing Productive Time through Focus* is a new two-day seminar that takes a different approach to time management. It gives you the fundamentals like avoiding interruptions, delegating effectively and conquering procrastination. 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 seminar will show you how to lock out distractions and resolve those nagging issues that are robbing you of productivity. You'll learn to prioritize activities by potential pay-off and to concentrate only on those tasks that are worth your time investment.

This unique program will also give you four working habits that will banish fatigue and energize you to accomplish more than you ever thought possible. In fact, it will actually teach you a technique for adding an extra productive hour to every day.

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 phone and start living.

## WHO SHOULD ATTEND

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

## LEARN HOW TO

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

For more information or to register, visit us at [www.dalecarnegie.com/catalog](http://www.dalecarnegie.com/catalog)