

Thriving on Multiple Priorities™

Proven Strategies for Getting Things Done



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MISSION:

To Balance Conflicting Priorities and Strengthen Personal Self-Management

YOU WILL LEARN HOW TO:

- ▶ Identify and set priorities so that you can deliver what matters most, on time, every time.
- ▶ Keep others from wasting your time by avoiding manipulation and managing interruptions.
- ▶ Discover the art of mastering “To-Do Lists.”
- ▶ Develop effective techniques to overcome procrastination.
- ▶ Understand and utilize the power of delegation: Empowerment that gets results.

SEMINAR ATTENDEES SAY IT BEST:

“Lots of good ideas to improve productivity by managing time.”

– Tom Pearey, MGR, Pacific Alliance Medical Center, CA

“Extremely relevant to our work. Staff who attended have been positive and enthusiastic about the program.”

– Gilbert Doull, Director Information Services

“Common sense information, presented with solid tools for managing time better.”

– Juliana Uto, Results Specialist

“I enjoyed this seminar. It brought value that I can use not only in my work but my personal life as well.”

– Debra Garcia, Manager