

Just get Serious[®] About Managing Your Time

Do you and your employees ever think ...
"I wish there were more hours to each day?"
"I am always overwhelmed by all my daily activities?"
"I feel like I am running in circles and going nowhere?"

If you answer "yes" to any of the above questions, this seminar is for you. In today's fast-paced, get-it-done-yesterday world, time management is crucial in order to be focused, stay competitive and achieve your goals.

This high-content motivating program incorporates group activities, individual exercises, valuable personal examples, as well as tips, tools and techniques to help participants manage their time better. Seminar content will be customized to address the needs and concerns of the client and specific industry.

Depending on the time frame, and needs of the client, participants will learn how to:

- Get and stay organized
- Create an effective filing system
- Conduct an in-depth time audit
- Determine where to spend their time
- Prioritize daily tasks
- Manage procrastination
- Identify and understand their work style
- Determine the value of their activities
- Set goals and move forward on them
- Reduce time wasters
- Handle distractions and interruptions
- Communicate effectively to increase productivity
- Manage phone calls and emails
- Identify their time mismanagement style and how they can improve

For more information, including scheduling and pricing, contact:

Donna Satchell
STARR Consulting & Training
Just Get Serious[®] Seminars & Speeches
770-498-0400 - Donna@JustGetSerious.com
www.JustGetSerious.com

Program Facilitator



Donna Satchell specializes in helping businesses better serve their customers and helping business teams work better together. Known for her engaging and motivating style of training, Ms. Satchell has worked in various markets including government, small business, corporate, non-profit and school systems.

She also provides programs in teamwork, customer service, and presentation skills.

Ms. Satchell is a member of the National Speakers Association and the American Society for Training and Development.

Visit www.JustGetSerious.com for information about Ms. Satchell's programs, client list, and testimonials.

"Ms. Satchell's time management seminar is one of the best I have ever attended. My productivity has increased and I have removed all unnecessary paperwork from my desk. This seminar also helped me tremendously in organizing my hectic personal life. I am very pleased with the results."

Dorothy Thomas, Account Mgr., Global Link Logistics

"I engaged Ms. Satchell to provide time management training for my client, Pension Board of Fulton County School System. To sum it up - "she hit the nail on the head". The content, the pace, the examples, and the activities were on target. And the ratings she received from 100% of the participants showed that they shared my sentiments."

Patsi Turner, HR Performance Inc.