



Baltimore

## Another Leader Development Institute Success Series Seminar...



*"Great speaker! The best I've ever had in this type of seminar."*  
Connie A., Social Security Administration

# Time Management - An Urban Legend!



Time management is an urban legend, a wives tale – it doesn't exist. We can't take moments when we have "extra time" on our hands and store them in a bottle; then on a day our hair is on fire, pull it off the shelf and crack it open for a few extra hours. One can not manage time. Learn instead how to manage your activities and how to respond to the events around you. Establish priorities. Set and achieve your goals. Take proactive control of your time. Overcome time wasters and procrastination. A fast-start section to get you going NOW! This seminar is loaded with time saving tips

### HOW YOU WILL BENEFIT:

- Take control of your day. Be the Ringmaster instead of the beast.
- Get off to a fast start everyday.
- Manage and control email.
- Train others to be more efficient so they stop wasting your time.
- Be more proactive and less reactive.
- Work on one thing at a time, instead of having attention deficit disorder.
- Meet deadlines and goals consistently.
- Find the top of your desk.

**When:** 10 Aug 2011  
9:00 AM – 4:00 PM  
Doors Open at 8:30 AM for registration

**Where:** 31 Hopkins Plaza  
Reagan Conference Room (8<sup>th</sup> floor)  
Baltimore, MD

**Register Today!!**  
Leader Development Institute  
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**ONLY**  
**\$125.00\***

**\*Early Bird Price.**

**\$150.00 standard rate after 10 April 2011.**

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