

Time Management for People Who Have No TimeSM



Are you:

- Overwhelmed by everything you have to do?
- Afraid of important details “falling through the cracks”?
- Frustrated because you can't find what you need when you need it?
- Stressed out because deadlines always turn into a crisis?

Would you:

- Believe that three simple tools can solve all these problems?
- Be willing to spend an hour to learn how to use these tools?

This one-hour workshop will give you everything you need to effectively use the three basic tools:

- Calendar
- Logbook
- ToDo List

Tailored specifically for people who want to get back to basics (time management simplified), this workshop will teach you how to use the tools and, most importantly, show you how to make these tools work for you with a minimal amount of personal discipline!

Workshop Fees:

\$25/person	Non-Profit Rate
\$50/person	Public Sector Rate
\$75/person	Corporate Rate

A minimum of five attendees per workshop is required.

This is an ideal workshop to do as a department, where sharing best practices is most useful.

To schedule a time management workshop to increase your productivity and help you and your company succeed, contact Barb Gee:

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ABOUT THE INSTRUCTOR

Barb Gee has been an independent management consultant for 17 years. She provides executive and general management consulting services to both high tech companies and non-profit agencies. Her past clients include TiVo, Silicon Graphics, Global Exchange, Peninsula Habitat for Humanity, and the Oakland Unified School District.

Barb developed this simple method of time management to enable her to meet four seemingly contradictory goals:

1. To live a rich life full of many diverse activities and responsibilities.
2. To have the time to cultivate and maintain meaningful relationships.
3. To get eight restful hours of sleep every night.
4. To have a clean house.

She no longer has the time to maintain a color-coded closet, but always has the time and energy to remain both compulsively organized and creatively productive in her work.

"I can book a meeting
faster than anyone with
an electronic gizmo"

