



Another day goes by and your "To Do" list hasn't budged!



Never before have expectations on your time been higher. In a mere 24-hour day, you are expected to be 24 different things to 24 different people! You get bogged down with things that 'pop up' throughout your day. By the time the day is over, your "to do" list is nowhere closer to being done.

Sound familiar?

Your answer is to unlock the secrets and techniques offered by the best of the best time management guru's: David Allen and Sally McGhee.

Take the next step in "Getting Things Done".

Three Stage Curriculum with Five Sessions:

First workshop:

- Finally get rid of the mountain of incoming information effectively
- Learn to operate with a clean desk and a proven file system
- Gain insight into the five stages of mastering workflow

On-site one-on-one strategy session (by appointment):

- Have your work systems examined and modified to create a high productivity workplace
- Identify and eliminate any unanswered questions regarding the personal application of "inbox management"

Second workshop:

- Learn how you can take control of your day
- Achieve progress in your personal "meaningful objectives" and career/life critical projects
- Master a document system that effectively works for many others

Second one-on-one strategy session (by appointment):

- Meet privately with course leader in order to establish clarity in the selection of your meaningful objectives
- Establish a new sense of priority in your daily events

Third workshop:

- Fine tune your computer skills for matching a paperless system
- Learn to carry out an ongoing evaluation of your work and progress
- Graduation!

Do you:

- Have great intentions, but just can't find the time to implement
- Feel stressed and overwhelmed by the amount of 'things' they have to do
- Know things need to change

You will learn about how to better use your time by:

- An improved means of collecting and storing information,
- Controlling where your time is allocated
- Actually enjoy pursuing what you really want.

With these vital tools from PBC, Inc. you will:

- Immediately relieve the stress of information overload,
- Gain a better understanding of where you may be wasting time
- Develop a go-forward strategy of having time to meet your life ambitions.

Take the **next step** and sign-up for our January 2012 workshop. Space is limited.

Professional Business Coaches, Inc.

Call Bernhard Heine for information at:

(781) 319-9820 or email:

Heine@ProfessionalBizCoach.com

