



DAY-TIMER

TIME POWER.

Life Management for the 21st Century

Create the Year You Want to Have: Leadership and Time Management!

Personal *Time Power*® Program Contents

Morning Program

Module I - Principles of *Time Power*

- The Pyramid for a Successful Life
- Categories of Chaos and how to Compensate
- Gain more tools to master the *Power of Planning*
- Learn strategies to efficiently organize, file, and retrieve information
- Self Efficacy and Your Success

Module II - *Planning Your Time*

- The Hobbs Model of Personal Productivity
- Learn Unifying Principles to enhance your life
- Attain a structure for Work/Life Balance
- Learn to achieve immediate, intermediate, and long-range

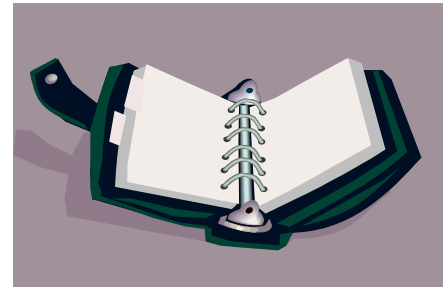
Afternoon Program

Module III - Leadership Power

- Review *Four Leadership Styles* to gain self awareness
- Delegate effectively to all team members
- Identify and eliminate unnecessary interruptions
- Cut meeting times in half



Carolyn Gross
Award Winning Speaker & Author
Certified Day-Timer Trainer



This program combines not only the latest time management techniques; it also addresses leadership styles that help minimize time compression and conflict in the workplace. This two-fold approach addresses the areas where we waste time, both personally and professionally.

Thursday January 17th, 2008

Leadership & Time Management Seminar

California Center for the Arts, Conference Center

340 North Escondido Blvd., Escondido, CA 92025

9:00am-12:00pm—Time and Planning Power

Lunch Hour Break On Your Own

1:15-4:00-Planning and Leadership Power

1 Person **\$249** includes
Workbooks/Cont. Breakfast

2-5 People **\$239** each

6 or more **\$229** pp /include

Day Timer Planner add \$65 each

Creative Life Solutions

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Would you like a planner: Y / N

Credit Card# _____

VISA / AMEX / MC (Circle One)

Sign _____

How many in your group? _____

Email: CGrossCLS@aol.com

Time Power® is your solution