

Time Management Principles – Making More Time for Life



Value Each Participant Receives

- Overcome obstacles in daily time management
- Detect time management problem areas
- Analyze their time - what really works?
- Learn how to "Time Map"
- Select the best calendar for their needs
- Determine what they can eliminate from their schedule
- Learn how to assign their time
- Reduce interruptions

Investment

1½ - 2 Hour Seminar

Your investment includes a copy of the seminar handouts. They will be e-mailed prior to the seminar so that they can be printed for each attendee.

If you prefer, copies of the handouts can be provided by Eliminate Chaos the day of the seminar for a nominal printing charge.

The investment will be determined by the amount of time needed for the training, number of participants and location. For a quote, please contact our office at 425.670.2551 and ask to speak to Laura.

AV Requirements

A projector will be needed to connect to my laptop. Depending on the size of the room, a microphone may also be required.

Engagement Agreement

An Engagement Letter and Service Agreement will be sent when a date is selected. One-half of the fees are required to secure the date and the remaining balance is due the day of the engagement.

Eliminate Chaos Contact Information

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