Done...Again
Ten New Ways to Make Better Use of Your Time

Paul H. Burton

Paul is a former corporate finance attorney who helps professionals regain command of their day. As a nationally recognized time management expert, he regularly speaks to audiences about getting more done and enjoying greater personal and professional satisfaction. Paul is the author of five books on individual and leadership productivity. You can learn more about Paul and his practice at **www.quietspacing.com.**

Seminars

Done: Time Management Strategies for Regaining Command of Your Day. Pick from the 24 suggestions offered in this fast-paced and entertaining examination of our current working environments. Stop treading water and start experiencing greater productivity and work-life balance!

Done...Again: Ten New Ways to Make Better Use of Your Time. Getting just a little more done each day adds up to a lot of productivity over time. This program helps you get things checked off the list while adding more satisfaction to your life.

Send: A Dozen Ways to Make E-mail Productive Again. E-mail is the boon of the modern world and the bane for most of us working in it. We have a love/hate relationship with this digital communication technology. This program lays out twelve best practices for making email more productive. Why not use this powerful tool more effectively?

The Waterfall Effect: Six Principles for Productive Leadership. When leaders focus their time on the correct activities and priorities they produce The Waterfall Effect—the resulting benefit that cascades down through the organization. This presentation sets forth six principles of productive leadership and offers eighteen immediately actionable suggestions to ensure leaders are making the best use of their time.

OnSite & OnDemand

OnSite (Live). All programs are developed for live, in-person delivery. The seminars are lively and fast-paced. A combination of learning styles are used —including lecture (with PowerPoint), anecdote, exercises and examples—to ensure all types of learners gain value.

OnDemand. Each of the programs listed above has been completely redeveloped for self-paced, remote learning delivered from your learning management system. This allows your people to learn anywhere, anytime, and on any device that best suits their environment.

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BETTER COMMUNICATION

What's _____ Ride?

We are _____

BETTER CAPTURE

_____ Odd-Lot Time

Slice 'N _____

BETTER WORK PRODUCT

Take _____-Breaks

_____-Monk Mode

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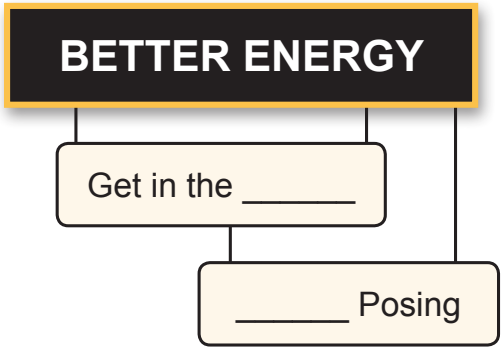

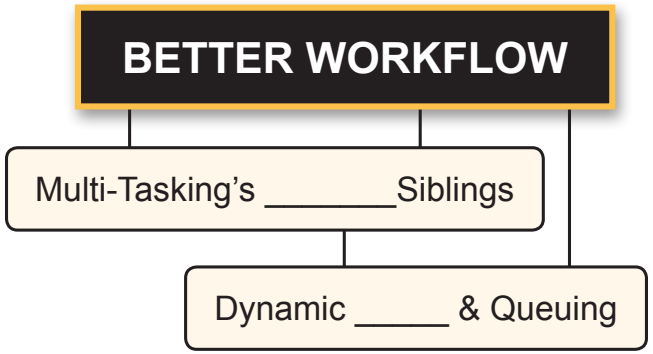

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Evaluation

Please rank from 1 (lowest) to 5 (highest) your opinion of the following aspects of the presentation:

Quality of Content	1	2	3	4	5
Usefulness of Content	1	2	3	4	5
Quality of Presentation	1	2	3	4	5
Recommend to Others	1	2	3	4	5

What did you like about this presentation?:

- _____
- _____
- _____

What suggestions do you have to improve this presentation?:

- _____
- _____
- _____

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