

**Carol Price**  
**“Professionally Speaking”**

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A Different Kind of Speaker  
[www.carolprice.com](http://www.carolprice.com)

<b>Program Title</b>		<b>“Real Life Time Management”</b>	
<b>Hours</b>	3 - 5	<b>Presentation Format:</b>	Microsoft PowerPoint
<b>Course Description</b>		<p>Are you working harder and longer than ever before trying to keep up with an increasingly demanding workload? Most professionals are!</p> <p>This workshop will help you get more done in fewer hours with “real life” time management skills that you can put to use now. Discover how you can regain control of your time and get organized once and for all. Think of the possibilities when you are in control of time – and not the other way around.</p>	
<b>Highlights</b>		<p>It’s Your time! This workshop teaches you how to spend it wisely.</p> <p>If “drop-in” visitors, phone calls, taking on too much, procrastination, poor planning, meetings, red tape or procedural glitches, incomplete or delayed information, a lack of self-discipline or too much paperwork are wasting your time or-- getting in the way of you having a “real life”-- then this workshop is for you!</p>	
<b>Special Points</b>		<p>Participants will learn:</p> <ul style="list-style-type: none"> <li>• How to “direct” time and get organized</li> <li>• The difference between Internal Time and External Time</li> <li>• The importance of short-term actions</li> <li>• The 3 “Eff” words to live by from here on out</li> <li>• How to identify and effectively eliminate time wasters</li> <li>• How body language plays a role in time management</li> <li>• How to control common workplace interruptions without losing friends or your cool</li> <li>• The significance of simple instruction when people “need to know” what they don’t know</li> <li>• About the “Secret Hour” and how to use it to your full advantage --and much, much more!</li> </ul>	