

Just Get Serious™

About Managing Your Time

Moving From Time Mismanagement to Time Management

Do you and your employees ever think ...
"I wish there were more hours to each day?"
"I am always overwhelmed by all my daily activities?"
"I feel like I am running in circles and going nowhere?"

If you answer "yes" to any of the above questions, this seminar is for you. In today's fast-paced, get-it-done-yesterday world, time management is crucial in order to stay competitive, achieve your goals and reach your dreams.

This high-content motivating program incorporates individual and group activities, insightful personal examples, music, contests, prizes and giveaways. The program will be customized to address the needs and concerns of the client and specific industry.

Depending on the needs of the client, participants will learn how to:

- Get and stay organized
- Create an effective filing system
- Conduct an in-depth time audit
- Determine where to spend their time
- Prioritize daily tasks
- Manage procrastination
- Identify and understand their work style
- Determine the value of their activities
- Set goals and move forward on them
- Reduce time wasters
- Handle distractions and interruptions
- Communicate effectively to increase productivity
- Manage phone calls and emails
- Identify their time mismanagement style and how they can improve

For more information, including scheduling and pricing, contact:

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Program Facilitator



Donna Satchell helps individuals achieve more through effective use of their time.

Ms. Satchell is known for her engaging and motivating style of training. She has worked in various markets including governmental, travel and tourism, corporate, small business, non-profit and school systems.

Ms. Satchell is a member of the National Speakers Association and the American Society for Training and Development.

For additional information about Donna Satchell and STARR Consulting & Training, visit www.STARRct.com. There you will find details about other programs, testimonials and videos from several of her presentations.

"Ms. Satchell's time management seminar is one of the best I have ever attended. My productivity has increased and I have removed all unnecessary paperwork from my desk. I can now focus more on coaching and delegating, whenever necessary. This seminar also helped me tremendously in organizing my hectic personal life. I am very pleased with the results. "

Dorothy R. Thomas, Account Group Manager, Global Link Logistics

"I engaged Donna Satchell to provide time management training for my client, Pension Board of Fulton County School System. To sum it up - "she hit the nail on the head". The content, the pace, the personal stories and the activities were on target. And the ratings she received from 100% of the participants showed that they shared my sentiments."

Patsi Turner, HR Performance Inc.