

PRESENTS

TIME MANAGEMENT & PROFESSIONAL DEVELOPMENT



Phoenix Chapter
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THE CFDD PHOENIX CHAPTER WELCOMES

Kathleen Liles

BACK FOR A HALF-DAY SEMINAR

With company cut-backs and down-sizing, employees are expected to handle more than one person's workload. Effective use of time is a necessity for dealing with multiple assignments and deadlines. To be successful, you need to know how to best manage your time -- your most valuable resource.

This high-energy, back-to-basics training program explains the fundamentals of time management: Understanding the value of time, using proven methods to get the most out of your day.

Kathleen is a recognized coach and mentor, guiding companies of all sizes and management levels. She shares her expertise on:

- ◆ ***Time "black holes" and time thieves***
- ◆ ***Time blocking for effectiveness***
- ◆ ***Rocks, Pebbles, Sand***
- ◆ ***Touch it once with the "DRAFT" concept***
- ◆ ***Developing an action plan to promote focus, discipline, and creativity***

This exceptional program is one you can't afford to miss!

10:00 am to 2:00 pm
Tuesday, November 9, 2010

Phoenix Airport Hilton
2435 S. 47th Street
Phoenix, AZ 85034



CALL ERIC VOLLAND, HOSPITALITY CHAIR @ 480-894-6311
OR EMAIL EVOLLAND@MOBILEMINI.COM

Cost: CFDD Members \$40 Non-Members \$55

Luncheon included

(48 hour cancellation notification is required.)



Are available for this meeting