

SECRETS TO A MORE PRODUCTIVE DAY



*The Oregon Federal Executive Board invites you to a productivity
and time management training on April 19, 2018.*

DATE & TIME

Thursday, April 19, 2018

9:30 am - 4:00 pm

Registration opens at 9:00 am

***Plan extra time to park, pass through security & check in. Bring your photo ID to enter the building.

LOCATION

**Edith Green - Wendell Wyatt
Federal Building**

1220 S.W. 3rd Avenue
Portland, OR 97204

FEE

\$99 per person by Feb 28

\$129 per person after Feb 28

\$275 for 3 people, GROUP RATE
(on 1 invoice or credit card)

REGISTER NOW AT

ExcellentAffordableTraining.com

POINT OF CONTACT

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GET THINGS DONE!

Are you so busy working on what's due right now that you don't have the time, energy or resources to focus on your *Most Important Things*?

ON April 19th, LEARN TO

Manage Outlook more effectively

Prioritize your task list

Optimize your daily routines

Organize effective meetings

Reduce interruptions at the office

Delegate effectively

WHO SHOULD ATTEND

Managers and supervisors who already have too much to do and need a couple of secrets they can use to increase their productivity by 20% or more. Learn to get things done, manage your time, and work more effectively.

FOCUS ON 5 TOPICS

1. How to manage time.
2. How to manage interruptions.
3. How to manage meetings more effectively.
4. How to be productive with technology (Outlook & iPhone).
5. How to be at your best.

YOUR TRAINER

Jason W. Womack, MEd, MA

Author of *Get Momentum* (Wiley, 2016) and

Your Best Just Got Better (Wiley, 2012)

Cofounder: *Get Momentum Leadership Academy*



www.ExcellentAffordableTraining.com

Seating is limited. Register before it sells out.

One-Day Training on April 19, 2018