

A CRASH COURSE FOR BUSY PROFESSIONALS!

A half-day workshop to help you
create a clutter-free work environment ...

GETTING ORGANIZED — *FAST!*





*How to organize your desk, schedule and workload
— and be more productive than ever*

A half-day workshop coming to your area

 **CALL**
1-800-556-3009

 **ONLINE**
www.careertrack.com

 **FAX**
(913) 967-8847

 **MAIL**
CareerTrack
P.O. Box 410498
Kansas City, MO 64141-0498

Choose from morning and afternoon sessions

Enroll Today! www.careertrack.com or **(800) 556-3009**

 **CAREERTRACK®**

Have you been vowing to finally “get organized”?

**This workshop will give you the
skills and motivation you need.**

You may be smart. You may be talented. You may have big dreams and lots of energy ...

But if you're not organized, every step is a struggle — and you're unlikely to accomplish much. You have to work twice as hard as other people, simply because you never learned the basic principles of organization.

That's what this special half-day program is all about.

Consider it a crash course in de-cluttering your life. You'll learn proven, practical ways to:

- ◆ Organize your desk, your workplace, your house and your home office
- ◆ De-clutter your mess-magnets: desktops, shelves, drawers, closets and cabinets
- ◆ Decide what you can do without ... and where to put the things you really need
- ◆ Use your calendar to budget your days better and create more quality time for the things that really matter
- ◆ Know which products help you stay organized — and which ones just get in your way

**Half-day format
makes it easy
for you to attend**

Morning session:
8:30 – noon
or
Afternoon session:
1:30 – 5:00

In this age of downsizing and a do-more-with-less mentality, being on top of things is more important than ever.

Invest just one morning — or one afternoon — in yourself. Your new sense of order and resulting productivity will pay you back hundreds of times in the years ahead.

**Register online at www.careertrack.com
or phone (800) 556-3009. See Page 6.**

Getting organized isn't as difficult as it seems. This half-day workshop will show you how to do it quickly — and permanently.

Think you're "just not an organized person"? Being organized is *not* a personality characteristic. It's a skill and state of mind anybody can learn, as the thousands who have attended this workshop will attest.

- ◆ You'll discover surprising new ways to use common things such as in-baskets and calendars.
- ◆ You'll learn psychological strategies and subtle behavior shifts that easily become routine.
- ◆ You'll gain scores of tips and techniques for bringing a new sense of order into your life.

This is your opportunity to turn over a new leaf — and learn the "right way" to tidy up nearly everything in your home and office, from your hard drive to your hall closet.

Does this training work? These people swear by it ...

*"Far exceeded my expectations!
Time went fast — enjoyed every moment on a subject I hate!"*
– Marti Covic, Hyatt Regency

*"I have so much clutter it overwhelms me and just knowing how to fix it (organize it)
has already lifted a tremendous weight from my shoulders."*
– Cindy Bloom, USBI-United Technologies

*"Three of the most profitable hours I've ever spent.
Thoroughly applicable to both work and home. Excellent!"*
– Mark S. Burrow, National Linen Service

Guaranteed Results!

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this seminar will provide you with the skills to get organized. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund – *hassle-free*.

GETTING ORGANIZED — FAST!

WORKSHOP CONTENT

Where to draw the line with ...

A HALF-DAY
WORKSHOP



Paper Management

- ◆ “Neat” vs. “organized” — de-cluttering gets easier when you know the difference
- ◆ The 2 questions that decide the fate of every incoming piece of paper
- ◆ Creating your own personal “in-basket with dates,” so you never lose or forget anything
- ◆ A clever way to “aim” mail and other documents to their final destinations
- ◆ Where to put time-sensitive documents such as plane tickets, bills and reminders (it’s not where you think)
- ◆ Making molehills out of mountains — tips on shrinking your pile of paper
- ◆ Fear of filing — how to get past the “black hole” mentality, and develop files that are easy to use and keep current

Taking control of your day with ...



Task Management

- ◆ How to steer clear of the “I can do it all” mentality — and what you’ll get when you do
- ◆ How a mini-agenda can shorten business calls by 5 minutes each
- ◆ Making reasonable estimates of the time you need for any task
- ◆ A 15-minute appointment you should make and keep every day
- ◆ Jobs that are best done during your low point of the day
- ◆ The unexpected payback of making to-do lists
- ◆ Innovative ways to share your workload — especially in small offices or at home
- ◆ An objective look at the various calendars, date books and other devices designed to help you save time and manage your life

Where to put things and store stuff ...



Space Management

- ◆ U-shaped or L-shaped? Factors that determine the most efficient configuration for your desk or work area
- ◆ “4 boxes and a list”: a system to tidy up even the messiest areas in no time at all
- ◆ Planning your trip to the office supply store — how a little advance thinking can prevent you from loading up on things that you’ll never use
- ◆ Is it clutter or is it valuable? A simple test will tell you
- ◆ Deciding what should “live” on counters and desktops — and what should just “visit”
- ◆ A good rule of thumb about what stays, what goes
- ◆ A fail-safe way to keep track of the valuables in your home
- ◆ Things you seldom use: how to get them out of your way and still keep them within easy reach
- ◆ Putting a positive spin on pitching old clothes and other treasures that are “too good to give away”

Train Your Whole Team with Careertrack On-Site Training Solutions!

Prepare your whole team for success with new skills...new ideas...and a recharged staff! We can tailor this seminar or any of our more than 100 on-site courses to meet the specific needs of your company and bring it right to your front door or to a location of your choice.

It's simple, effective & convenient. Call today for more information about all of our On-Site Training Solutions including on-line training, consulting and keynote speaking.


Let our staff of experienced training consultants help you develop a successful training program so you can focus on what you do best!


Visit our Web site at www.careertrack.com or call your personal representative for details at **1-800-944-8503**.

Registration information

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Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment and pay your enrollment fee today! A confirmation will be mailed to you within 10 days. **Payment is due before the seminar.**

Express Seminar Enrollment! Please be sure to provide us your fax number and check the Express Seminar Enrollment box on the registration form. You will receive your faxed confirmation within 48 hours of our receiving your faxed or mailed registration form.

PROGRAM SCHEDULE

Morning session

Check-in: 8:00 a.m. – 8:30 a.m.

Program: 8:30 a.m. – noon

Afternoon session

Check-in: 1:00 p.m. – 1:30 p.m.

Program: 1:30 p.m. – 5:00 p.m.

CANCELLATION/SUBSTITUTION

You may cancel your registration up to 10 business days before the seminar. Your registration fee will be refunded less a service charge. If you need to cancel less than 10 business days prior to the seminar, you may 1) send a substitute from your organization or 2) transfer your registration fee to another seminar or conference of your choice that is scheduled within 12 months of your original event. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

PLEASE NOTE

- We will mail your confirmation within 10 days after you register.
- If you don't receive your confirmation before the seminar, please phone us.
- Walk-in registrations will be accepted as space allows.

- Please, no audio and video recording. See your seminar leader for audio and video program availability.
- Lunch and parking expenses are not included.
- If using a purchase order, please attach it to a completed registration form and mail to us right away.
- You will receive an attractive take-home Certificate of Attendance at the end of the conference — great for framing or including in your personnel file.
- Payment is due before the seminar.

TAX EXEMPT ORGANIZATION

If you are tax exempt, enter your tax exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax Exempt Certificate to us for payment processing. Thank you.

TAX DEDUCTION

If the purpose of attending a CareerTrack seminar is to help you maintain or improve skills relating to employment or business, expenses relating to the conference may be tax deductible according to I.R.C. Reg. 1.162-5. Please consult your tax adviser.

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1 **YES!** Please register me for the half-day *Getting Organized — Fast!* seminar.

2 IMPORTANT INFORMATION
Please fill in the VIP number as it appears on the address label.

ID#
910901

VIP# _____

3 ORGANIZATION INFORMATION

Organization: _____

Address: _____

City: _____ St: _____ Zip: _____

Tele: _____ Fax: _____

Approving Mgr's Name: Mr. _____
 Ms. _____

Job Title: _____

E-mail Address: _____ Business
 Home

4 EXPRESS SEMINAR ENROLLMENT

Please fax my confirmation to me within 48 hours.

My fax number is: _____

5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. _____
Ms. _____
Mrs. _____

Job Title _____ Event # _____

E-mail Address _____ Business
 Home

#2 Attendee's Name
Mr. _____
Ms. _____
Mrs. _____

Job Title _____ Event # _____

E-mail Address _____ Business
 Home

6 METHOD OF PAYMENT (Payment is due before the program.)
Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.17%), New Mexico (5%), South Dakota (6%), Washington (1.5%), and West Virginia (6%).

Total amount due: \$ _____

Check # _____ (payable to **CareerTrack**) is enclosed.

Bill my organization. Attn: _____

Purchase order # _____ is enclosed. (Attach purchase order to completed registration form.)

Charge to: AMEX DISCOVER MC VISA

MO. _____ YR. _____
EXPIRATION DATE

CARD NUMBER

Card Holder's Name _____

Tax Exempt # _____
Please attach a copy of your Tax Exempt Certificate for payment processing.

Note: If you've already registered by phone, fax, or online, please do not return this form.



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CHOOSE FROM MORNING AND AFTERNOON SESSIONS

What's clutter costing you?

- ◆ Are you drowning in stuff you don't need?
- ◆ Do you spend way too much time looking for things?
- ◆ Do even small tasks seem like drudgery when you're weighted down by clutter?
- ◆ Does the mere sight of your messy work space overwhelm you?
- ◆ Do you have a hard time getting started because your "tools" aren't organized?
- ◆ Do your projects stall because you're always "missing something"?

**A CRASH COURSE
FOR BUSY
PROFESSIONALS!**

Don't work so hard!

When everything's in its place, you suddenly feel in control.

Find out more inside ...

 **CAREERTRACK**
P.O. Box 410498
Kansas City, MO 64141-0498
a division of PARK University Enterprises, Inc.

www.careertrack.com

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