



Attainment, Inc.TM

Helping Leaders Increase Team Focus, Commitment, Productivity!

Effective Personal & Team Productivity

**Are you trying to do more with fewer resources?
Are you and your people making the progress you would like to
make and are capable of making?**

Attainment, Inc. is presenting a workshop to help you increase your personal and team productivity, become more proactive, be better balanced and experience less stress through the use of the effective My-Tyme goal management process.

Workshop Objectives & Benefits

1. Find an additional 1 hour per day to work on important goals and high payoff activities you do not have time for now.
2. Gain control of your time and focus on what matters most.
3. Find time for a personal life.
4. Reduce stress for yourself and others by practicing proactive self-management.
5. Manage all the commitments and promises you are making and accepting every day so nothing slips through the cracks.
6. Enhance leadership communication and determine development areas.

**Cost for the two three- hour
workshops, including pre- class
productivity analysis, materials, on the
job application plan and one- half hour
individual consultation**

\$250.00 per person

For more information, or to register

Call 602- 615- 4163 or

E- mail tery@attainmentinc.com

Dates, Times, Location, Topics

**When: Thursday, March 11, 2010 1-4PM*
Thursday, March 18, 2010 1-4PM***

Where: Arizona Trucking Association

Who: Senior and Mid-Level Managers

Session #1 – Personal Time Management*

- **Increase Time in High Payoff Activities**
- **Reduce Time Wasters & Interruptions**
- **Identify Delegation Opportunities**
- **Reduce Crisis Management**
- **Improve Productivity of Meetings**
- **Learn How Habits are Formed**

Session #2 – Productivity of the Team*

- **Effective E-Mail Management**
- **Secret to Achieving Goals**
- **Leadership vs. Management**
- **Communication and Productivity**
- **Seven Steps to Employee Productivity**

***The \$250 fee includes both sessions.**

Attainment, Inc. Franchise of Leadership Management, International **602-615-4163**

www.attainmentinc.com