

Make Time Work For YOU!

The average employee has about 37 hours of unfinished work on his or her desk at any one time.

Companies, organizations, associations and individuals cannot afford the high costs of disorganization – wasted time. Time is money. Superior performance, quality results and a growing bottom line require proven solutions to overcome the messy, clutter filled and time wasting activities that create chaotic minds and offices. The bottom line – the quality of your execution, more than any other factor, will determine the amount of time – money – wasted or gained for your organization.

Carson Tate's keynotes, seminars, training and facilitation programs will provide you with workable strategies and proven solutions to:

- ✓ Execute effectively
- ✓ Improve response time
- ✓ Manage knowledge wisely
- ✓ Focus on everyday decision-making
- ✓ Boost “per hour” results

Carson Tate will work with your group to provide you with a tailored program focusing on your challenges, your concerns and your needs.

Carson is a recognized organizational and individual effectiveness expert. She has helped hundreds of busy managers and businesses find a competitive edge through effective organization.

Her sessions are interactive, fun, easy to understand, relevant and non-boring. She will provide you with real life tools, tips, techniques, strategies and solutions you can use...NOW!

Contact Carson: Carson@WorkingSimply.com
www.CarsonTate.com • 704.362.1526

Rave Reviews:

Above and beyond other time and task management programs and ideas. Carson gives you the tools to implement the ideas effectively once outside of the seminar.

-Amanda Fielor, First Gaston Bank

Excellent! I learned a lot of tools to improve my professional and personal time management. What I have learned will help me get a handle on my time.

-Mausa Simpson, Chemtura Crompton Manufacturing Company

Great seminar last week! Everyone is still talking and emailing the buzz around Gaston about the helpful motivation and practical advice you delivered.

-Linda Durrett, Gaston County Chamber

It was a wonderful and informative program that will really help our organization.

-Sundae Davidson, Home Instead Senior Care

The program was very helpful. I received a lot of good information in a short amount of time.

-Mike Sullivan, Konica Minolta

Thanks again for presenting such a fabulous training session. I learned so much about controlling clutter, stuff that I did not even think about before...REALLY. It was so interesting to hear the psychology behind it all and have real life solutions to get organized.

-Mandi Burri

WOW – what a turnout! Carson you were fabulous! Thank you for sharing your gift, talent and time with us. Let's do it again.

-Christina McLaughlin, Senior Leasing Director, The Laurels

Thank you for coming and speaking to our social work staff. Your program was most informative and I also appreciated the tips you gave us staff folks, especially those of us who spend a lot of time in our cars!

-Sarah Gamble, MSW Hospice



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**Ask about our corporate makeover programs
to build a work place that gets work done.**

See options below:

Silver Program

This consists of an interactive, highly informative, entertaining, real life and non-boring keynote, seminar or training program focusing on “Get More Done – Effectively Managing Tasks and Time.” (Option to videotape and license this session.)

Gold Program

This includes everything in the silver program. In addition we will interview key staff; review systems and look at processes and procedures. You will then receive a debrief and written report with recommendations and specific actions to take.

Platinum Program

This includes everything in the silver and gold program. It also includes a CD for each participant on, “Get More Done – Effectively Managing Tasks and Time” (with an option of an ongoing CD program to remind and reinforce); laminated wallet size reminder card; access to e-mail newsletter; and unlimited access to Carson Tate by phone, fax or e-mail for 6 months to answer organizational challenges and concerns.

What You Will Learn:

Each program is tailored to meet your challenges, your concerns and your needs.

Some or all of the following may apply:

- 7 proven ways to reduce the actual and opportunity costs of paper
- How to implement the “one decision” paper rule
- 7 ways to deal with loose papers
- How to make every paper transaction last less than 3 seconds
- 15 questions to ask yourself to build an effective to do list
- Step by step guidelines for planning a project
- How to avoid time wasting meetings
- 7 ways to become a calendar master
- Strategies for keeping your email inbox at zero
- 17 strategies for using minutes better to save hours
- How to go from feeling overwhelmed to feeling in control
- 9 ways for processing, sorting and executing on your to do list
- 17 proven solutions for managing email
- Organizational skills you must possess to build and maintain a competitive edge
- How to focus on decision making
- How to ensure you spend your time on the revenue line
- 12 easy-to-implement time saving solutions
- How to effectively “time block” your day
- How to control time nibblers
- How to maintain your organizational effectiveness.
- A wallet sized laminated card with “27 Ways to Restore Productivity and Effectiveness”
- **And MORE!**