



Products & Programs that Transform Your Life



How to get from where you are to where you want to be

“Sue, you have enormous power, light, and the ability to inspire and uplift others. You are wonderful!”

Barbara De Angelis Ph.D. #1 NY Times Bestselling Author

Time Management for the Real World Tele-Seminar Series

- Too much to do and not enough time to do it in?
- How many times have you said “yes” to someone or something when you know you should have said “no”?
- Do you ever lay awake at night, consumed by thoughts of all of the things you have to accomplish the following day?
- Have you ever felt so overwhelmed by all of the things you need to do? Like you are being pulled in a million different directions all at the same time?
 - When was the last time you took time out for yourself?
(Yes, you’re supposed to do that!)

Help is on the way!

Join us for our Time Management Seminar!

With our fast paced, hectic lives today there is one thing we all have in common: we all have way too much to do and not enough time to do it in. So really, it’s not about managing the time we have, but rather, managing the all of the tasks and activities we have to do so we have time for the important stuff!

The truth is this:

- Everyone has the same amount of time in a day → 24 hours. It’s up to you what you do with it!
 - Time is like money (\$): You can invest it or you can spend (waste) it!
 - Time management is about developing effective habits.
- Habits are learned behaviours, therefore, we can all learn to better manage out time and get more out of life!

Call toll free to register: 877-368-9200 or email: info@susanarmstrongtraining.com



Join us for our Tele-Seminar series. This workshop will take place in three parts during the months of April and May:

- Thursday, April 2, 9:00 p.m. – 10:15 p.m. E.S.T.
- Wednesday, April 22, 8:00 p.m. – 9:30 p.m. E.S.T.
- Tuesday, May 12, 9:00 p.m. – 10:30 p.m. E.S.T.

During this workshop we will:

- Identify your personal challenges with time management
- How to get more done in less time:
 - Tips and techniques for effective time management
 - Managing calendars and to-do lists
 - Know what to do by learning to prioritize
 - Know when to do it by the art of scheduling
- Overcome some of the common barriers to managing our time:
 - How to say “no” without feeling guilty
 - How to stop “people-pleasing”
- Identify your unproductive time management habits and develop a strategy to replace them with new habits

All calls allow time for personal coaching to ensure everyone gets their individual needs addressed.

Cost:

\$ 125.00

Includes:

- **Time Mastery Assessment**
- **Workbook**
- **All calls recorded and downloadable in MP3 Format**
Personal coaching on all 3 calls

Calls are 75 minutes long and include time for group discussion and personal coaching.

Can't make the call?

Don't worry, all calls will be recorded and made available for you to download in MP3 format.

To sign up for the calls or MP3 downloads:

Susan Armstrong
E-mail: info@susanarmstrongtraining.com
Or call toll free: 877.368.9200



