

Say good-bye to the stress, pressure, and frustration that come from being disorganized and rushed for time!

ENROLL ONLINE AT www.NationalSeminarsTraining.com OR CALL 1.800.258.7246.

FREE UP COUNTLESS HOURS with a time management plan

MASTER "NEXT-STEP" THINKING to move past planning and into action.

ORGANIZE ANYTHING in three basic steps.

ELIMINATE TIME-EATING HABITS and organizational hurdles.

END PROCRASTINATION, perfectionism, and other time traps – forever!

SEE PAGES 2-3 FOR COMPLETE SEMINAR DETAILS & PAGE 7 FOR **DATES AND LOCATIONS NEAR YOU!**

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The STAR12 All-Access Training Pass gives you unlimited access to seminars like the one above – for a year! You'll learn lots and save a ton! DETAILS ON PAGES 4-5.

ESSENTIAL Time Management AND Organization Strille Work smarter instead of the

Work smarter instead of harder with a time management system that you'll design. We'll show you how!

Are you working harder and longer than ever before, trying to keep up with an increasingly demanding workload? Most professionals are! You know the drill: You come in early, stay late, take work home, do two things at once – but your to-do list just keeps getting longer and longer!

Take heart! We've developed a practical new approach to organizing your time, a one-day seminar called *Essential Time Management and Organization Skills.*

The heart of this radically different program is a time management plan that YOU will design for yourself – allowing you to build in the flexibility you need to meet work and home commitments.

YOU'LL LEARN HOW TO ...

- Organize anything from a messy desk to towering piles in 3 basic steps
- Take action with "next-step thinking" to get tasks accomplished
- Boost productivity by identifying and eliminating time-eating habits
- **End procrastination**, perfectionism, and other time traps forever!

Regain control of your time and conquer clutter by getting organized! Make the decision that will change your life, and enroll today. "Next-step thinking" is a cutting-edge time management technique you'll master in this workshop, one that moves you from inaction to action – and success. Control your time instead of letting it control you!

www.NationalSeminarsTraining.com or call 1.800.258.7246.



Top 10Reasons to Attend:

- MASTER incredible time management success habits that will boost your effectiveness guaranteed!
- 2 IDENTIFY your greatest time-wasters and learn how to vanquish these time-robbers for good!
- 3 TAKE our exclusive Time Management Style Survey it's the fastest, easiest way to assess your strengths and pinpoint weaknesses holding you back.
- 4 DISCOVER 20 ingenious ways to deal with the time-draining effects of interruptions.
- **5** TAME your out-of-control email in-box once and for all!
- 6 MASTER prioritizing musts that will boost your success tenfold!
- FREE yourself from the tendency to keep everything.
- CONQUER clutter! Turn those piles into files and trash the junk you don't need at all!
- STOP the tyranny of ridiculous to-do lists... make every day less stressful and more manageable.
- 10 This training is backed by our 100% GUARANTEE OF COMPLETE SATISFACTION. It's a no-brainer investment for anyone who needs to reclaim control of their time!

For more benefits of attending – visit us on the Web at www.NationalSeminarsTraining.com.

"I walked away with TONS of relevant information that can be easily implemented. Thanks!"

- C. TYMCHAK

"We had lots of fun learning ... thanks for a great day!"

- A. NLAD

Essential Time Management and Organization Skills

A One-Day Seminar ENROLLMENT FEE:

Only \$199

DATES AND LOCATIONS ON PAGE

Group Discount: When 3 or more enroll from your organization, a 4th attends absolutely FREE!

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- L. Steadford, Houston, TX

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Call toll-free 1-800-258-7246



Fax the completed registration form to 1-913-432-0824



Or mail the registration form to: National Seminars Training P.O. Box 419107 Kansas City, MO 64141-6107

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation: If you cannot attend, you may send a substitute or receive full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a \$10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, STAR12 cancellation rules apply – visit the Information Center at www.NationalSeminarsTraining.com. CEUs: Continuing education credit may be recognized by your professional board.

recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is taxdeductible. Please contact your accountant for complete details.

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Registration Information

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to all STAR12 s 12 months. Use	All-Access Pass entitles you to unlimited access beeminars, webinars, online courses, and more for e your STAR12 All-Access Pass to attend Essential Time and Organization Skills for FREE!
2. Names of Att	endees (Please Print)
(Please list additiona	al registrations on a separate sheet and attach.)
1. Mr./Ms.	Title
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	Title
City/Event #_	
3. Company Info	ormation (Please Print) *Phone required in case of last-minute change
Organization	
	Mail Stop
	StateZIP_
	sor: Mr./Ms.
**	
**This fax number w you and your organi organization with sp	vill be used to send confirmation of your registration as well as to notify ization of upcoming events in your area and provide you and your ecial discount offers. By signing, you and your organization are giving EC to use your fax number for these purposes.
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Workshop Schedule



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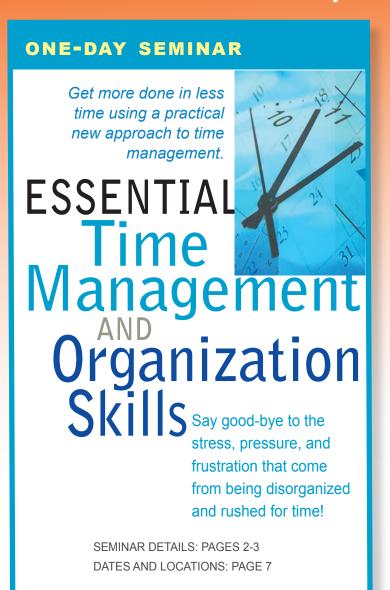
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VIP #919-118101-001

INSIDE – Two Great Ways to Build Essential Career Skills



ALL-ACCESS PASS

The Best Value in **Professional Development GUARANTEED!**

THE STAR12 **ALL-ACCESS Training Pass**



If you're serious about keeping your skills on the cutting edge, you need STAR12!

SEE PAGES 4-5 FOR DETAILS.