

**ONE-DAY SEMINAR**

# ESSENTIAL Time Management AND Organization Skills

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

ENROLL ONLINE AT  
[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com)  
OR CALL 1.800.258.7246.

**FREE UP COUNTLESS HOURS** with a time management plan you'll customize for the way you work.

**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!**

**ALL-ACCESS PASS**

## SAVE BIG WITH STAR12!

*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 Skills

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!

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or call 1.800.258.7246.

“This training is fantastic!  
I highly recommend it!”

– M. Pierce

## Top 10 Reasons to Attend:

1. 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!
7. FREE yourself from the tendency to keep everything.
8. CONQUER clutter! Turn those piles into files and trash the junk you don't need at all!
9. 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!

“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. READ

Essential Time  
Management and  
Organization Skills

A One-Day Seminar

ENROLLMENT FEE:

**Only \$199**

DATES AND LOCATIONS ON PAGE 7

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

For more benefits of attending – visit us on the Web at  
[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com).



# STAR12: One Pass. One Price. ALL Access!

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“STAR12 is SO worth the money ...  
you would be crazy not to take  
advantage of this offer!”

– L. Steadford,  
Houston, TX

## STAR12 Benefits Are Expanding Every Month!

STAR12 already offers thousands of professional development solutions, but we're not about to stop there. We're committed to keeping STAR12 learning resources on the cutting edge. That's why we add new resources every month, so you always have access to the latest and greatest ideas and solutions available anywhere!

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today!

\*NOTE: Purchase your  
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attend the **Essential  
Time Management and  
Organization Skills** one-  
day seminar for **FREE!**

“My experience with STAR12 has been  
**WONDERFUL!**”

– PATRICIA WHITTEN, CHARLOTTE, NC

“The training you get for the price is  
**PHENOMENAL!**”

– SUZANNE DOWNING, CRETE, IL

“STAR12 is a big money saver!”

– DARREN CHITWOOD, JOPLIN, MO

“STAR12 is a great tool for professional and  
personal development.”

– DR. HABIBA CHAUNDRY, NEW YORK, NY

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To Enroll ...



Register online at  
[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com)



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](http://www.NationalSeminarsTraining.com).  
**CEUs:** Continuing education credit may be 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 tax-deductible. Please contact your accountant for complete details.

FED ID #43-1576558

Registration Information

Workshop Schedule

1. Enrollment Fees

- ☐ Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only and cannot be used for STAR12 memberships.
- ☐ **The STAR12 All-Access Pass – Only \$299**  
Your STAR12 All-Access Pass entitles you to unlimited access to all STAR12 seminars, webinars, online courses, and more for 12 months. Use your STAR12 All-Access Pass to attend **Essential Time Management and Organization Skills** for FREE!



2. Names of Attendees (Please Print)

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
Email Address \_\_\_\_\_  
City/Event # \_\_\_\_\_
2. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
Email Address \_\_\_\_\_  
City/Event # \_\_\_\_\_
3. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
Email Address \_\_\_\_\_  
City/Event # \_\_\_\_\_

3. Company Information (Please Print) \*Phone required in case of last-minute changes.

- Organization \_\_\_\_\_  
Address \_\_\_\_\_ Mail Stop \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- Approving Supervisor: Mr./Ms. \_\_\_\_\_  
Title \_\_\_\_\_  
EmailAddress \_\_\_\_\_  
\*Phone \_\_\_\_\_  
\*\*Fax \_\_\_\_\_
- Sign here \_\_\_\_\_

*\*\*This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCCEC to use your fax number for these purposes.*

4. Method of Payment

- ☐ If you have registered by phone, please record your confirmation number here: \_\_\_\_\_
- ☐ Check payable to National Seminars Training is enclosed
- ☐ Charge to: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover ☐ Diners Club  
Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Signature \_\_\_\_\_
- ☐ Bill my organization; Attn: \_\_\_\_\_  
(Note: Full registration fee due and payable prior to start of workshop)
- ☐ Our purchase order is attached (government, educational, and health-care organizations only)

5. Important: Your VIP Customer Number

□□□-□□□□□□-□□□-□□□□

Fill in your VIP Customer Number as it appears above the name on the mailing label.  
(Record the number even if the label is addressed to another individual.)

SD, CT, and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: \_\_\_\_\_ and attach a copy of your tax-exempt certificate.



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VIP #919-118101-001

## INSIDE – Two Great Ways to Build Essential Career Skills

### ONE-DAY SEMINAR

*Get more done in less  
time using a practical  
new approach to time  
management.*

# ESSENTIAL Time Management AND Organization Skills



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

SEMINAR DETAILS: PAGES 2-3  
DATES AND LOCATIONS: PAGE 7

### 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.

Also – training ideas for organizations: see page 6.