



Playing **Beat** the **Clock?**

DO YOU FEEL LIKE THERE'S NEVER ENOUGH TIME?

Does the clock seem to jump ahead while your productivity lags behind?

June 24 • 8:00AM

Chamber Office

One Church Street, Suite #73 - Over top of Nautica

Presented by
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- **Organize your workspace**
- **Create a master list to prioritize your work**
- **Use a daily planner to track projects and allocate time for each one**
- **Control appointments that seem to steal all of your time**
- **Communicate efficiently via voice mail and e-mail**
- **Write memos, business plans, etc. quickly & clearly**

Name(s): _____

Company: _____ Phone: _____

Email: _____ Visa/MC number: _____

Expiration Date: _____ 3-digit security code: _____

Register online at
www.hunterdon-chamber.org
or Fax back this form 908-782-7283



Hunterdon County Chamber of Commerce

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