Prioritize crucial projects, manage conflicting demands, reduce pressure and master multiple tasks with confidence.

Discover Organizational Skills:
• Learn precisely which projects to handle “piecemeal” and which to handle “start to finish.”
• Manage your priorities without conflict — even when answering to 2 or more supervisors.

Develop Smart, Legitimate Shortcuts:
• Gain expedient strategies to eliminate repetitive paperwork, red tape and other recurring frustrations that hinder your progress.
• Delegate work and responsibility — and be assured that things will get done right and on time.

Manage Stress Caused by the Multiple Demands on Your Time:
• Present a cool demeanor when the heat is on — and look and feel in control of the situation.
• Discover clever methods for handling difficult people, and gain an advantage over tough personalities.

Gain more control over your time, tasks and priorities than you ever thought possible!
Look at This Situation: Is it you?

Your inbox overflows with memos, reports, publications and more — and all of it needs your immediate attention.

You arrive at work to find out that your most trusted and productive “right-hand” worker has called in sick.

On your desk are 3 mind-bending, challenging projects and today is the deadline for two of them. You settle down to work.

The first telephone call of the morning comes in. There’s a crisis situation that requires you to take immediate action.

Crisis averted, you turn your attention back to your deadline projects, but you’re constantly interrupted by phone calls. Not only that, but people keep popping in with questions, problems and updates.

You suddenly realize, to your horror, that you’re due at a meeting in 10 minutes — and you’re completely unprepared.

Lately, you’ve been having too many days like this.

Is there a way to deal with it all?

Yes! Attend Managing Multiple Priorities, Projects and Deadlines and you can easily handle seemingly impossible priorities and demands — without the long work days, stress-filled schedules, burnout, chaos and panic that may have plagued you in the past.

This powerful one-day seminar teaches you the all-important skills that will help you deal with dozens of top priorities. Filled with practical how-to strategies, this training will ensure that you:

- Stop wasting time and get the clock working for you instead of against you.
- Take control of your multiple projects, even when they’re all top priorities.
- Handle with ease all of the unexpected demands and unplanned situations that destroy the most careful scheduling.
- Stay cool, calm and collected when the pressure is overwhelming and stress threatens your effectiveness.

If you’re too busy to attend, enroll today! For you, this seminar is truly a top priority!

Is this seminar for you? Check your score for these common productivity blocks:

<table>
<thead>
<tr>
<th>Problem for Me</th>
<th>Not a Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procrastination</td>
<td>□</td>
</tr>
<tr>
<td>Disorganization</td>
<td>□</td>
</tr>
<tr>
<td>Misplaced items</td>
<td>□</td>
</tr>
<tr>
<td>Interruptions</td>
<td>□</td>
</tr>
<tr>
<td>Lack of information</td>
<td>□</td>
</tr>
<tr>
<td>Too many commitments</td>
<td>□</td>
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<tr>
<td>Unnecessary correspondence</td>
<td>□</td>
</tr>
<tr>
<td>Meetings without goals</td>
<td>□</td>
</tr>
<tr>
<td>Inability to say “NO”</td>
<td>□</td>
</tr>
<tr>
<td>Difficulty listening</td>
<td>□</td>
</tr>
<tr>
<td>Unclear objectives</td>
<td>□</td>
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<tr>
<td>Too much socializing</td>
<td>□</td>
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<tr>
<td>Ineffective delegation</td>
<td>□</td>
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<tr>
<td>Confusion about priorities</td>
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<tr>
<td>Unrealistic time frames</td>
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<tr>
<td>Negativity</td>
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<tr>
<td>Poor communication</td>
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<td>Other people’s mistakes</td>
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<tr>
<td>Understaffing</td>
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<tr>
<td>Lack of feedback</td>
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<tr>
<td>A shift in priorities</td>
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<td>Perfectionism</td>
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<td>Paperwork</td>
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<td>Too many goals</td>
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<tr>
<td>Deadline conflicts</td>
<td>□</td>
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<tr>
<td>Too many appointments</td>
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Scoring: Count the number of responses in the first column. If you scored:

**20 or More:** Danger! Ineffective priority management in your job and within your organization is seriously jeopardizing your ability to succeed and reach your goals. You are a prime candidate for overstress and job burnout! **Enroll today** to curtail a dangerous situation!

**10 to 20:** You will be unable to meet your goals and adhere to your high standards if you don’t improve your current organizational skills. **Enroll today** to prevent an unmanageable situation from developing!

**Less Than 10:** You practice good priority management skills, and this seminar will help you become even more effective, productive and successful.

Enroll Today! www.pryor.com
24 Power Pointers That Will Boost Your Productivity NOW!

1. Use an innovative priority plan that ensures you’ll get the important things done — on time, every time.

2. Discover realistic, effective methods to defeat procrastination — even on those “impossible-to-face” projects.

3. Master a simple worksheet formula that guarantees good results in any situation.

4. Devise inventive tactics to keep your confidence up and help you make sound decisions under intense pressure and stress.

5. Trying to satisfy more than one boss? Learn the proven techniques for prioritizing under multiple supervisors.

6. Take 3 decisive steps that prevent others from imposing their priorities on you.

7. Create a personalized action plan that helps your schedule take advantage of your natural energy cycle.

8. Be prepared with tried-and-true strategies for dealing with changing deadlines smoothly and easily.

9. Establish a prudent routine for your absence that ensures you won’t return to mountains of work.

10. Ask for — and get — the information, resources and cooperation you need from your coworkers.

11. Arm yourself with an arsenal of ideas for handling unforeseen priority conflicts as they arise.

12. Allow contingency time for emergencies and crisis situations.

13. Master the highly effective “divide and conquer” method for big projects and long-range goals.

14. Find out how to keep stress and pressure from shattering your concentration and creativity.

15. Discover 4 effective ways to keep others from wasting your time.

16. Know the right way to just say “no” to frivolous requests and unwanted demands.

17. Develop a daily routine that reduces repetitive work and saves energy for more important activities.

18. Cluster similar tasks for greater efficiency.

19. Create a step-by-step schedule to handle daunting, challenging tasks that require your undivided concentration.

20. Learn 12 ways to zip through paperwork and curtail unproductive meetings.

21. Get in on the top achievers’ secrets for more effective telephone management.

22. Follow the 3-step process for pinpointing unrealistic goals that you might otherwise be expected to meet.

23. Utilize “to do” lists that keep you on track and guide you through today, this week and this year.

24. Recognize warning alarms that signal serious, hazardous stress levels.

“Provided specific skills that I can apply in my daily activities to increase my productivity.”

Joyce Westbrook
Human Service Specialist IV
State of Maryland/DHR

“I received several new and ‘fresh’ ideas for planning and organization. I don’t have any doubt I am going to become more organized and efficient.”

Todd Dufreshe
District Representative
Nalco Chemical Company

“It has opened my eyes to better time management techniques. Also, it has given real-life situations and how to deal with them effectively.”

Jeff DeWitt
Engineer, Civil/Environ.
Bonar Group
Managing Multiple Priorities, Projects and Deadlines

9:00 a.m. to 4:00 p.m.

What You Will Learn:

Managing Time — How to work with, not against, the clock.

• A 3-step checklist to help you pinpoint your most important priorities and decide how you must deal with each of them.

• 7 true characteristics of time, and how misconceptions lead to needlessly wasted time.

• How good time management boosts productivity, increases satisfaction and affords you more freedom.

• The 25 most common time wasters that can afflict even the most productive professionals.

• The 5-step system for dealing with the paper explosion — guaranteed to clear an overflowing inbox in minutes.

• Easy techniques to deal with incoming mail, “FYI” copies, reports, publications and other desk-cloggers.

• How to develop a reputation as your organization’s best communicator — and actually save time in the process!

• A communicator’s flow chart that gets your messages from point “A” to point “B” via the shortest, most efficient route possible.

• Dozens of specific tactics to prevent the “meeting-go-round” from devouring your time.

• How to hold truly meaningful meetings that prompt decisions, actions and responses.

• Ways to prevent needless visits from coworkers and others that put a dent in your day’s productivity.

• 5 warning signs of danger-point procrastination.

• 5 highly effective telephone management tips that save time and prevent interruptions and distractions.

• Are you a telephone slave? 5 warning signs that the telephone is wasting your precious time.

• 4 proven steps you can take to overcome the procrastinator in you.

• How to solve even the most difficult problems with new speed and confidence.

• 20 simple, practical time-management tips that save hours every week.

• An effective, 5-step formula that helps you get control of even the most complex, mind-boggling problems.

Taking Control of Multiple Tasks — How to run your life, instead of your life running you!

• How to identify the specific activities that are demanding too much of your attention — at the expense of other, more important priorities.

• “Where did the time go?” A simple, easy-to-use time log that answers the question precisely.

• The one simple key to effective prioritizing.

• 4 common barriers to effective management planning.

• A 7-point schedule for functional planning that works for the smallest to the largest projects.

• A dynamic course of action for fail-safe execution of complex projects and situations.

• The practical manager’s guide to goal-setting: 3 simple questions that help you set specific goals effortlessly.

• 4 dangerous mistakes that prevent realistic, effective goal-setting.

• A step-by-step action plan that ensures you will meet your short- and long-term goals.

• Specific actions to help you prioritize when working with more than one boss.

• How to place responsibility where it belongs — and ensure that it stays there.

Enroll Today!

www.pryor.com
Handling Unexpected, Difficult Situations — How to plan for the unexpected and manage the most difficult people and situations easily.

- How to say “no” without creating hard feelings or feeling guilty.
- 4 powerful rules for saying “no” that underscore your firmness and win respect.
- Real-life approaches to delegation that save you from time-consuming training, guidance and involvement.
- How to delegate work when understaffing has everyone overloaded.
- Smart alternatives to delegation when you have no assistants or subordinates.
- “It’s easier and faster to do it myself.” How to beat the No. 1 attitude barrier to effective delegation.
- How to rid yourself of long-standing duties that you and your position have outgrown.
- Firm, professional techniques to handle the toughest personalities — aggressive coworkers, negative attitudes, know-it-alls and more.
- 5 steps that guarantee you’ll deal with seemingly impossible deadlines without panic or stress.

Dealing With Pressure and Stress — How to stay calm and in control, even in the face of chaos.

- Are you headed for burnout? The 7 specific symptoms that signal dangerous overstress.
- Strategies to prevent pressure and stress from breeding “The Bad Attitude” in you and your coworkers.
- Tips to identify and defuse 16 hidden stressors in your work environment.
- A short behavior quiz that lets you assess your personality traits — and whether they make you more vulnerable to stress.
- How to determine your own current pressure level and take timely, immediate steps to reduce and manage stress.
- 6 relaxation techniques that calm you down in minutes — anywhere, any time.
- Sensible guidelines for fostering a competitive, stimulating work atmosphere without excess pressure and stress.
- A “how-to-do-it” guide to controlling stress immediately: a 7-point approach that you can live with every day.

### You’re in Good Company

Companies noted for excellence trust Fred Pryor Seminars for the best in instruction and motivation. Following is a partial list of companies represented at our seminars:

<table>
<thead>
<tr>
<th>AT&amp;T</th>
<th>Amoco Oil Company</th>
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<tbody>
<tr>
<td>Aetna Life &amp; Casualty</td>
<td>Anheuser-Busch</td>
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<td>American Cancer Society</td>
<td>Bausch &amp; Lomb</td>
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<td>American Express</td>
<td>Blue Cross &amp; Blue Shield</td>
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<td>American Honda</td>
<td>Burger King Corporation</td>
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<td>American Hospital Association</td>
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<td></td>
<td>Yellow Roadway Corporation</td>
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<tr>
<td></td>
<td>Zenith Insurance Co.</td>
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A Fred Pryor One-Day Seminar:
The Best Principles of Time Management in Action

How can we accomplish all of this in just one day?

It’s simple. We don’t waste your time with impractical theories or irrelevant concepts. Our seminars concentrate on practical “how-to” information that you can put to work right now, in your own workplace. That means tips, techniques and strategies that will have an immediate impact on your effectiveness.

Set aside just one day, and you’ll be able to manage multiple demands and priorities, get more done in less time, keep on top of numerous projects and deadlines and eliminate pressure and stress from your day. How? Because training is knowledge, and knowledge is power — the power to meet and exceed the demands, challenges and expectations that you face every day.

Attend Managing Multiple Priorities, Projects and Deadlines and receive these 4 valuable extras:

1. **You’ll get substantial returns from a very small investment.** Per registrant, this seminar is value-driven and designed with your budget in mind — this is training that will pay, not cost.

2. **This seminar is coming to a location near you.** You can make the most of your time and gain these considerable benefits without the hassle, inconvenience and expense of travel. Our rigorous nationwide seminar schedule ensures that professionals everywhere can attend at their convenience.

3. **You’ll receive valuable reference materials, free with your registration and yours to keep.** You’ll receive a valuable workbook that’s filled with quick references to the information covered in the seminar, along with indispensable supplementary information you’ll refer to again and again.

4. **The No. 1 Guarantee in the Training Industry.** All of our seminars are 100% SATISFACTION GUARANTEED! We’re confident that this seminar will provide you with the techniques to successfully manage multiple priorities. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we’ll arrange for you to attend another one of our seminars or receive a full refund — hassle-free.

---

**On-Site Training Solutions**

Get the Results You’re Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that you’re serious about their professional growth and achieving critical organizational goals and objectives.

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From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

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Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at [pryor.com/onsite](http://pryor.com/onsite), call us at 1-800-944-8503 or scan the code to the right!
Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. Payment is due before the program.

Quick Confirmation? To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule
Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions
You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Please Note
• You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
• Walk-in registrations will be accepted as space allows.
• For seminar age requirements, please visit http://www.pryor.com/faq.asp#agerequirements.
• Please, no audio or video recording.
• Lunch and parking expenses are not included.
• Dressing in layers is recommended due to room temperature variations.
• You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations
If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction
If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Credit
Fred Pryor Seminars offers Continuing Education Credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. Questions and concerns should be directed to your professional licensing board or agency.

Fred Pryor Seminars is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website: www.nasbatools.com. This course qualifies for 6 CPE credits. To obtain a certificate documenting your CPE credits, please visit http://www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

Update Your Contact Information!
Simply make corrections to the mailing label on the back page of this brochure. Mail corrections to P.O. Box 413884, Kansas City, MO 64141-3884 or fax to 913-967-8842. We’ll change our records for the very next update. Thanks!

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All Seminar Companies Are Not Created Equal!
We encourage you to compare us with the competition:

<table>
<thead>
<tr>
<th>Fred Pryor Seminars</th>
<th>The Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do they offer a comprehensive, lifetime guarantee?</td>
<td>******YES</td>
</tr>
<tr>
<td>Will I receive professionally prepared, comprehensive support materials?</td>
<td>******YES</td>
</tr>
<tr>
<td>Are seminar presenters experienced and measured against the highest standards?</td>
<td>******YES</td>
</tr>
<tr>
<td>Is the company established, well-known and reputable?</td>
<td>******YES</td>
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<tr>
<td>Does the company offer anything to encourage my continued satisfaction and support?</td>
<td>******YES</td>
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<tr>
<td>Is the price charged a good value?</td>
<td>******YES</td>
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<td>Does the company deliver what it promises?</td>
<td>******YES</td>
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</tbody>
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“I have identified 3 items to practice immediately. Never before have I gone away from a seminar able to do this.”

Suzanne Lochner
Project Manager/Customer Support Manager
INOVA Corp.

“Gave me useful ideas to better organize my workplace and manage my time.”

Jeff Pooley
Information Services Service Supervisor
Missouri Southern State College
Managing Multiple Priorities, Projects and Deadlines

Gain more control over your time, tasks and priorities than you ever thought possible!

Powerful Techniques that Make an Impact:
- Plans that really work — for today, next week, next month and next year — even if you’ve had trouble adhering to plans in the past.
- What to do first — when everything is a priority and expectations are high.
- Action plans that move projects ahead — even stalled ones.
- Innovative methods that really keep you on track through changing priorities, last-minute alterations, uncertainty, crises and chaos.

ENROLL TODAY!

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Online www.pryor.com

Fred Pryor Seminars
P.O. Box 219468
Kansas City, MO 64121-9468

YOUR VIP# IS: WINQ

SEMESTER 1

Seminar City: ____________________________
Seminar Date: ____________________________
Event #: ____________________________

YOUR ORGANIZATION

Organization: ____________________________
Address: ____________________________
City: ____________________ St: __________ ZIP: __________
Tel: __________ Fax: __________
Mr. ____________________ Ms. ____________________

Job Title: ____________________________
Email Address: ____________________________

□ Quick Confirmation Please □ email or □ fax my confirmation to me within 48 hours.

WHO WILL BE ATTENDING

□ Mr. ____________________ □ Ms. ____________________
Job Title: ____________________________
Email Address: ____________________________

□ Mr. ____________________ □ Ms. ____________________
Job Title: ____________________________
Email Address: ____________________________

□ Mr. ____________________ □ Ms. ____________________
Job Title: ____________________________
Email Address: ____________________________

Please list additional names on a separate sheet.

METHOD OF PAYMENT

IMPORTANT: Send your payment now. Tuition is due before the seminar. Make checks payable to Fred Pryor Seminars and return this form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%) and West Virginia (6%).

Please check one of the following:
1. □ Registration fee enclosed. Check # ____________________ Amount $ __________
2. □ Our Purchase Order is attached. P.O. # ____________________
3. □ Bill my organization. Attention: ____________________
   □ Business ____________________ □ Home ____________________
4. □ Charge to: □ AmEx □ Discover □ MC □ Visa Exp. Date: ____________________
   Card Holder’s Name: ____________________
   Acct. #: ____________________
   □ Business ____________________ □ Home ____________________

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you’ve already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM – MANAGING MULTIPLE PRIORITIES, PROJECTS AND DEADLINES