

# Take Control of Your Time

**Are you feeling overwhelmed with your workload? Do you have too much to do in too little time?** This seminar shows you how to take control of your schedule and your time. You will learn strategies and tips on how to deal with overload, plan and prioritize, and stay focused on your priorities.

Learn how to:

- Utilize a strategy and tool to manage your time more effectively
- Prioritize activities based upon urgency and importance
- Focus on your most important work priorities
- Effectively plan daily and weekly

By focusing on your priorities, you will be more productive, less stressed, and gain a greater sense of accomplishment and satisfaction.

**Format:** Live, interactive presentation via teleconference. Participants receive handouts via e-mail.

## About the Presenter:

**Kathleen Barton, MBA**, is a keynote speaker, workshop presenter, and career/life coach specializing in work-life issues, including life purpose, life balance, stress and time management. Key clients include American Business Women's Association, Hewlett-Packard Company, Nationwide Insurance, Pepsi-Cola, PricewaterhouseCoopers, Women in Technology International, and Yahoo! Inc., among others.

Barton has over 20 years experience in human resource management and development. She is the author of ***Connecting with Success, Finding Your Purpose and Passion in Life***, and ***The Balancing Act: Managing Work & Life*** workbook. Her work has been featured in numerous publications, including Business Week, The Executive, and The Wall Street Journal Online.

*"Attending this workshop has truly changed my life. Kathleen placed some hard truths into perspective for me. I thought about the times that I've wasted working on what was really not important. I am now working smarter not harder. I highly recommend this excellent workshop for anyone who has trouble managing the tasks of their personal and professional lives."*

Mary Howard Malcolm  
Assistant Director, Technology Training  
University of Illinois

**Date:** Friday, April 23, 2010

**Time:** 12:00 – 1:00 p.m. Pacific Time

**Location:** Your office or home (via bridge line)

**Fee:** Only \$25 (includes handouts)

**Questions:** Call 916-223-6466 or e-mail [Kathleen@YourLifeBalanceCoach.com](mailto:Kathleen@YourLifeBalanceCoach.com)



# Registration Form

## *Take Control of Your Time* **Teleseminar**

Friday, April 23, 2010  
12:00 – 1:00 p.m. Pacific Time  
A bridgeline number will be provided once you register.  
Fee: \$25

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Checks:** Make checks payable to Kathleen Barton Presentations.

**Credit Cards:**      Visa      MasterCard

# \_\_\_\_\_ Exp. \_\_\_\_\_

Signature: \_\_\_\_\_

Mail, e-mail or fax registration form to:

Kathleen Barton Presentations  
1235 Naturewood Drive  
Meadow Vista, CA 95722  
E-mail: Kathleen@YourLifeBalanceCoach.com  
Fax: 530/637-4883

Deadline to register: April 21<sup>st</sup>

Questions? Please call 916-223-6466 or send e-mail to  
Kathleen@YourLifeBalanceCoach.com.

