

ADMINISTRATIVE PROFESSIONALS DAY



In celebration of you, the San Francisco FEB invites you to an all-day program on Monday, 25 April 2016 titled, "Secrets of a More Productive & Fulfilling Day"

Date & Time:

25 April 2016

8:30am - 4:00pm

Registration opens at 8am

Location:

San Francisco Federal Building

90 7th Street

Conference Room B020/B040

San Francisco, CA

Fee:

\$149 per person

Sign up today:

ExcellentAffordableTraining.com

Questions:

Contact Jodi

(805) 640-6401

Jodi@WomackCompany.com

We Invite You to Attend the 1-Day Course!

Often, you're so busy taking care of everyone else and working on what's due right now that you don't have the time, energy or focus to work on what you know is coming in the next month! If only you had a little time to get ahead, there wouldn't be so many emergencies. **During the course, you'll learn to:**

Manage Email more effectively

Prioritize your actions

Optimize your daily routines

Organize effective meetings

Reduce distractions at your desk

Gain peace of mind

Increase your productivity by 20% or more.

Who Should Attend

Administrative professionals who already have too much to do... and need a couple of secrets they can use as their "Secrets of a More Productive & Fulfilling Day."

Topics

- Productivity Principles and the modern workplace.
- Manage work collaboratively and more effectively.
- Productivity Through Technology (smart phones & Email).

Your Facilitator:

Jason W. Womack, MEd, MA

Author of **Your Best Just Got Better** (Wiley, 2012)

Cofounder of **GetMomentum.com**



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Seating is limited. Pre-register before it sells out.

One-Day Program 25 April 2016