



DID YOU KNOW-

**People are interrupted on an average of 6 times per hour!
So who is in control of *YOUR* time?**

The economy is creating a highly competitive job market . If you are not focused and in control of your time, priorities and goals, your competition may leave you behind.

HERE IS THE SOLUTION!!!

Harris Leadership Development, in conjunction with the Lodi Chamber of Commerce, presents a workshop on Time Mastery. We know your time is valuable so we have split the 4-hour workshop into two separate sessions for your convenience: December 4 and December 11, 2008. Here are just a few of the benefits that will keep you ahead of your competition:

December 4th Session:

- Learn your #1 time-wasters
- Discover how to be goal driven instead of crisis driven
- Uncover 6 ways to say "no" and stay focused
- Realize how to determine priorities based on results

December 11th Session:

- Understand the 5 components that must be present for a successful goal
- Create a realistic and productive schedule
- Understand the importance of honoring your own time
- Learn strategies to improve your concentration and increase your efficiency

Dates: December 4th and 11th, 2008

Time: 8:00 a.m. to 10:00 a.m.

Location: Lodi Chamber of Commerce, 35 South School Street, Lodi, CA

Cost: \$49.50 per session

"Through Harris Leadership Development's training process, our organization has experienced valuable change time mastery component opened the door to major department change."

**Gloryanna Rhodes, Executive Director
Head Start Child Development Council**

You will learn practical skills and techniques you can use immediately to control your time and make your days more enjoyable.

Call 209.334.1011 to register.

Space is limited to only 15 participants!

Harris Leadership Development

Great Employees Build Great Companies

www.HarrisLeadershipDevelopment.com