



Mike Roberts
President, PDS

*Come spend a day with
Mike Roberts.....
A day you'll
Never Forget!*



Getting It All Done

How to manage multiple priorities, projects and deadlines

This powerful workshop teaches you how you can easily handle seemingly impossible priorities and demands without spending more time at the office and time away from your family and friends. During this content rich workshop you will get the all important skills to help you determine your top priorities and ways to successfully deal with them.

Workshop Agenda

- How to plan and prioritize for high performance.
- Fine tune your organizational skills.
- How to combat stress by working effectively.
- How to work with difficult personalities that rob you of your time.
- Skills for creative and effective delegation.

Experience These Benefits

- ✓ How to take control of multiple projects even when they are all top priorities.
- ✓ Learn to work with the priorities of multiple bosses.
- ✓ Effective ways to keep others from wasting your time.
- ✓ Ways to determine what really is Urgent so you can spend time on important things.

"Excellent, funny, very entertaining." "The best speaker at the conference."

*Cookie Dorsey, Training & Development Department
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