

TIME MANAGEMENT IN THE INFORMATION AGE

Do you often wish there were more than 24 hours in each day?

A fresh look at the age old problem -- we all get just 24 hours in each day. Join us to master the art of reverse priorities and learn the cornerstones of *real time* management. Boost your day-to-day effectiveness no matter what calendar system you use.

- Use *reverse prioritization* to improve your workday.
- Create your **Personal Best Power Hour** to *excel* in your activities.
- Know exactly what to do when your A-B-C lists are already full.

“Extremely profound presentation! Dynamic delivery. Information I can definitely apply to all aspects of my life.”

--Kent Scott, Cartwright Hotel

“Outstanding workshop! I have been putting into practice your principles and I've seen great improvement.”

--Isabelle Hall, Legal Executive Assistant



**AUTHOR, SPEAKER,
& CONSULTANT**

ABOUT EVE ABBOTT, ORGANIZER EXTRAORDINAIRE

Since 1988, Eve Abbott has developed productivity systems for managers and business owners so their teams can work 25% more effectively while reducing everyone's stress. Her Performance Tune-Ups combine workshops and hands-on consultations.

Ms. Abbott is the author of *How to Do Space Age Work with a Stone Age Brain* (2005). She has degrees in Sociology and Psychology from the University of California and holds a Lifetime Adult Teaching Credential.

The Organizer Extraordinaire is a popular guest on TV and Radio and appears in *New York Times*, *Home Office Computing* and *Working Women* articles. Clients range from Hewlett Packard to Stanford University and Alameda County as well as countless professionals.