

**Business Seminar and Workshop Series:**  
***Time Management in Business***

**Read More Below!**



Never before have expectations on your time been higher.

- Do you feel like there are just not enough hours in the day to get your work done?
- Do you have multiple lists of reminders, but not getting anything completed?
- Are you missing out on business opportunities because you don't have the time to follow up?
- Ever wonder why some people seem to have it all under control?

This Seminar will unlock the secrets and techniques offered by the best time management guru's: David Allen and Sally McGhee. Take the next step in "Getting Things Done."

*"The information was presented in a clear and very understandable format. I did come away with pointers I can use immediately."* **Patricia P.**

*"I was so impressed with Bernie's ability to make this information so relevant"* **Laurel E-K.**

**This event can be tailored to fit your requirements. As an example it can be a one hour presentation used to stimulate thoughts in your organization or up to a half-day workshop.**

***CALL now to book Bernhard for your next meeting!***



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*"Making Good Businesses Better"*