

Andy Kaufman presents....

Beyond Time Management Getting Stuff Done in the Real World

- ◆ How can I realistically keep up when there is more work than hands to do it?
- ◆ How can I have a more balanced life when the demands keep increasing at work and home?
- ◆ How can I find time to grow myself and my staff when we can hardly make it through the day?

Today's leaders are faced with challenging questions like these. We have proven answers. We can give the associates of your organization the tools they need to get stuff done!

Call 847.550.0974 now to reserve your meeting date.

What You Will Learn

- ◆ Why we struggle to keep up with increasing responsibilities and why it won't get easier without help
- ◆ Practical, easy-to-learn steps on how to get more done with less stress
- ◆ 6 time management myths
- ◆ Productivity skills that can be learned regardless of personality or temperament
- ◆ Skills that work with any time management tools you are comfortable with
- ◆ Tips for keeping things from falling between the proverbial cracks
- ◆ Ways to start benefiting from the material right away!

What Others Are Saying

- ◆ "I cannot believe how on top of things I am after just a week. I will never go back!"
- ◆ "Being better organized does not seem so impossible now!"
- ◆ "The way you interacted with the audience was truly remarkable. You brought folks into the presentation and made them participants instead of attendees."
- ◆ "Really appreciated Andy's flexible approach & enthusiasm! Thanks for bringing him in!"

Choose How You Want to Benefit

- ◆ Introductory package
 - ◆ 60-90 minutes
 - ◆ Good overview of practical tips; limited Q&A
- ◆ Productivity package
 - ◆ 90-120 minutes
 - ◆ Extended time for practical application and Q&A
- ◆ Deluxe implementation package
 - ◆ 2-4 hours, or two 90 minute sessions
 - ◆ Extended exercises to apply material
 - ◆ Optionally includes copies of David Allen's book *Getting Things Done*.
 - ◆ Optionally includes follow-up coaching to ensure implementation.

Institute for Leadership Excellence and Development

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About Andy Kaufman

Andy Kaufman is President of the Institute for Leadership Excellence and Development (I LEAD), an organizational development firm committed to helping you improve productivity, individual and team performance, employee and customer satisfaction, and project management effectiveness. The Institute provides keynote presentations, training, and professional coaching services for companies around the world. Andy has a real passion for helping people learn to thrive in the midst of uncertainty and change, and his clear and entertaining style has helped thousands of people learn how to successfully navigate these challenges. Andy brings a rich background of over 20 years of experience in executive management, technology, team leadership, and project management to his presentations and coaching. His focus is all about helping to transform organizations through proven, holistic, real-world approaches.

Andy is author of *Navigating the Winds of Change: Staying on Course in Business & in Life*, published by Zurich Press. Before founding I LEAD, Andy was the Vice President of Systems for ACNielsen. His teams were responsible for designing, developing, and implementing sophisticated market research and decision support systems for the company's clients around the world. Andy is a certified trainer and member of the International Society for Performance Improvement Chicago Chapter (CISPI).

What Does This Mean For You?

Andy Kaufman has real world leadership experience with organizations of all sizes. Combine that with thousands of hours of speaking experience and you have a speaker who will connect with your audience in an engaging and informative way. They will learn and enjoy it at the same time!

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Your Satisfaction Guaranteed!

Learning how to effectively manage the demands of work and home is a critical life skill for us all. Feedback from this session indicates that participants actually enjoy the learning process and walk away with practical solutions that can provide benefit starting right away. **I am so confident you will be satisfied with the results of this learning session that I offer a 100% Satisfaction Guarantee!** Call me today to start the learning in your organization!

Andy Kaufman