



Personal & Business Development

7 Secrets of a Highly Organized Professional

7 Secrets of a Highly Organized Professional

Program Overview:

In order to remain competitive, highly successful and profitable companies constantly look for ways to get more done in less time. Forming the right work habits, implementing a system to stay organized, focusing on priorities, and improving the quality of life are what getting organized is all about. Even people that are already organized can benefit from this workshop because they will learn new skills and improve efficiency. It's all about work habits, not gadgets!

Topics Covered:

1. Profound Knowledge
2. Communication
3. Develop Good Habits
4. Make Decisions Quickly
5. Filing Systems
6. Maintenance Plans
7. Know When to Ask for Help

Who should attend:

Individuals that are managing multiple projects, incoming items, and are looking to prioritize their daily work efficiently and effectively. Any person that wishes to become more focused, organized and productive in their business surroundings.

Testimonials:

"I found this class to be extremely helpful in getting me organized. I will definitely go back to the office and implement this system immediately, but I know it will take some time to re-program my habits." Kay Breed, Cortland Plastics

"I learned that multi-tasking is not as effective as previously thought."

Duration: One 3-hour class

Location: MACNY Headquarters

Cost: \$145/MACNY member; \$159/non-member; \$130.50/Individual Member

Facilitator: Lisa DeVeau, CPO

*For an updated schedule
of our classes, please visit our
Event Calendar at
www.macny.org/calendar.aspx*

*Any of the courses in this
catalog can be customized
for your facility and
conducted at your location...
contact the MACNY
Training Department at
315 - 474 - 4201 opt. 5*