

# Fran Berman



**Speaker ♦ Author**

**Change  
Technology  
Productivity**

*"Your enthusiastic style and 'action-oriented' approach was rated highly by our audience...useful and content rich."*

Rick Simoni  
Iolab / Chiron Vision

**Tailored to Your Audience**

**Keynotes  
Break-out Sessions  
Half- and Full-day Seminars**

## **Business Performance Series**

### **Multiple Priorities: Getting the Important Things Done**

"If only I had more time!" Like money, we can budget time. Unlike money, we can't save or borrow it. Manage multiple priorities, meet demanding deadlines, and leave work on time, less stressed, and without guilt.

- How to identify, track, and complete daily priorities
- Technology and traditional time management tools
- 4 fundamentals to ensure the important things get done
- Proven tactics to control interruptions and procrastination

### **Making the Most of Meetings**

Most people identify meetings as the number one time waster in business today. Whether you attend them or conduct them, make them worth your while.

- What to do before the meeting
- How to handle latecomers, monopolizers, and troublemakers
- Keeping discussions focused
- Realizing and reporting results

### **E-mail Mastery for Personal Productivity**

Is e-mail a productivity tool or a big annoyance? Do unanswered or multiple e-mails frustrate you? Streamline information, increase your effectiveness, and become less stressed.

- E-mail do's and don'ts
- How to manage communications with colleagues, clients, and vendors
- Templates, folders, filters and other productivity tools
- How to avoid frivolous e-mail and e-junk
- Build better relationships that can boost business

### **Clear the Mess, Find Your Desk**

Do you know where everything is, but no one else does? Does disorganization slow you down, throw you into a panic, and threaten your credibility? Turn piles into files, speed through your busy day with an effective information retrieval system, and stay organized in our high-paced, high-tech world.

- How to streamline your office for efficiency and productivity
- Guidelines to decide what to keep and what to toss
- Fingertip filing to find things fast
- How to choose the filing system that's right for you
- Simple steps to get others to put things back where they belong
- Once you get organized, how to stay there



25602 Alicia Parkway, Suite 223, Laguna Hills, CA 92653-5309

Tel. (949) 643-0803 ♦ Fax (949) 643-2741

fran@franberman.com ♦ www.franberman.com



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*“Great job. Attendees enjoyed your interactive approach, the opportunity to apply concepts and tools to their own real-time projects, and the important techniques and skills you covered.”*

Margaret Connery, CalOptima

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## **Business Performance Series 2**

### **Goal Setting and Motivation: Realize Your Dreams**

Most people wouldn't pack and leave for a vacation without having some sort of plan. Why go through life that way? Goals are guidelines that help you to decide what's important at work and at home so that you can lead a fulfilling life.

- Why it's important to define your organization's mission and your own
- Steps to formulate your goals
- How to develop strategies and tactics to achieve goals
- What you can do when goals conflict
- How to motivate yourself and others

### **Organizing in the Information Age: How to Overcome Information Overload**

Have you ever “lost” a file you know is on your computer? Would you like to know what to do with all those e-mails? Use tried and true technology tactics to become and stay organized.

- The myth of the paperless office
- How to develop a logical system for managing electronic records
- Technology tips to streamline information flow
- To print or not to print, that is the question!
- Four fundamentals to safeguard your data and avoid disaster

### **Business Writing that Means Business**

Does your writing earn you management's respect and admiration from your peers, or destroy your credibility and undermine your job effectiveness. Improve your business writing and become an indispensable member of the team.

- The seven deadliest sins business writers commit & how to avoid them
- Punctuation principles (or is that “principals?”)
- The top ten most troublesome word pairs
- How to proofread for perfection
- Checklist of the best references and resources every communicator must have

### **Powerful PowerPoint Presentations**

New and veteran PowerPoint users will get tips and shortcuts for creating and improving PowerPoint presentations in record time. Take away principles that will add extra polish to your professional presentations.

- Quick and easy steps to start and create your PowerPoint presentation
- How much is too much
- Text tips: Fonts, size, position
- The fastest way to animate slides and create transitions
- List of web sites to further enhance your repertoire



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