

# 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



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