

# Fran Berman



**Speaker ♦ Author**

**Change  
Technology  
Productivity**

*“Your session...exceeded their expectations and contained practical information...nothing but the best of comments.”*

*Carol Peterson  
American Business Women's Association*

**Tailored to Your Audience**

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

## **Priorities and Projects: Getting the Right Things Done**

*“Dost thou love life? Then do not squander time, for that is the stuff life is made of.”*  
– Benjamin Franklin

“If only I had more time!” We all have only 24 hours in a day, 365 days per year. Like money, we can budget it. Unlike money, we can't save or borrow it. We *can* negotiate it when others demand our time.

Learn how the most effective people identify, track, and complete daily priorities. Find out practical techniques and tools that successful project managers use to get their projects done on time, on scope, and on budget. Identify when, to whom, and how to delegate, and how to keep track. Leave work on time, less stressed, and without guilt.

You will learn practical skills and:

- ♦ Common barriers to managing projects and priorities
- ♦ The best of today's technology and traditional tools
- ♦ How to avoid interruptions and procrastination, and stay organized
- ♦ 4 fundamentals to ensure the important things get done
- ♦ How the “triple constraints” affect your project's success
- ♦ The secret formula to build the best project team
- ♦ 3 trustworthy tools to track the project, when and how to use them
- ♦ How to get derailed projects back on track
- ♦ Secrets to staving off stress and staying motivated

**Contact us today to reserve Fran Berman for your next event.**



*FutureFocus*

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