

Getting It All Done: Time Management for the Manager and Supervisor

Trying to get everything done can be impossible in today's up-to-the-minute world. But, what if you could set and meet your priorities, work more effectively with the people around you, dig out from under the paperwork and email avalanche, and move closer to a balanced life, wouldn't that come close to getting it all done?

Let Mike Collins and *Getting It All Done* show you how to:

- Find an extra hour a day.
- Plan on purpose and plan with a purpose.
- Deal with difficult people.
- Set and track priorities: Are you trying to do too much?
- Meet timelines and deadlines: How to do three things at once.
- What to do in times of crisis and conflict.
- How to handle the information avalanche.
- Getting it done and go home on time.

You can do it! ***Getting It All Done: Time Management for the Manager and Supervisor*** offers 100+ strategies, tactics, and tips to show you the way!

About the Presenter

Mike Collins, author of *The Perfect Workday Book* and president of The Perfect Workday Company, has presented The Perfect Workday seminar for over 20 years for organizations such as IBM, American Express, Pepsi-Cola and the Duke University Medical Center. He is a guest lecturer in the #1-ranked Executive Masters Program at the University of North Carolina at Chapel Hill's School of Public Health. Mike is the producer of the video, "Care for the Caregiver," winner of the national Caregiver Friendly Award from Today's Caregiver magazine.

Mike has been quoted in Fortune magazine, featured on Forbes.com, and profiled in *Retire & Thrive: Remarkable People, Age 50-Plus, Share Their Creative, Productive & Profitable Retirement Strategies*.

Mike Collins' articles have appeared in Newsweek, American Banker in addition to other national and regional business and entertainment magazines. He recently completed his first novel.