

SPECIAL OFFER Save 50% when you use the Discount Code provided.	PRIORITY CODE 15999
	DISCOUNT CODE Z9098451

Are you Under-Appreciated? How to Say "No" While Staying in Good Graces With Your Boss

Live Webinar June 20, 2017 • 1:00 PM - 2:00 PM ET

Get more done in less time. Learn tips and techniques to maximize intellect and efficiency without feeling overwhelmed.

Comments from other Lorman programs:

"I thought the information presented was done very well and helped me to understand more about the topic. The Live Webinar was very convenient and allowed me to participate right from my office. It was wonderful!" —Tiffany Evans

"I enjoyed the speaker and appreciated the hands-on reference material. The use of specific examples made things very clear." —Joan Varel

Are you Under-Appreciated? How to Say "No" While Staying in Good Graces With Your Boss

Live Webinar June 20, 2017 • 1:00 PM - 2:00 PM ET



Get more done in less time. Learn tips and techniques to maximize intellect and efficiency without feeling overwhelmed.

Learn. Implement. Succeed. **Call 866-352-9539 to register now!**

LORMAN[®]

A Company with a Reputation for Success

Since 1987 Lorman has been a leading resource for compliance based media, education and content for more than 1.4 million customers. Our passion is providing you world-class training to help you succeed in business and as a professional.

Administrative professionals are constantly busy today, having to respond quickly and constantly with the technology we have. In this material, we will review five strategies that will, when followed, allow you to get more done while commanding more respect, gracefully. This topic will get you out of busy-ness so you can do more business.

Lorman All-Access Pass

Pay once and get a full year of training in any format, any time!

- Unlimited Live Webinars
- Unlimited OnDemand and MP3 Downloads
- Easy One-Click Registrations
- Tracking Your Training and Credits
- Simplify Your Budget

All of this for just \$699/year.

Learn more and purchase at www.lorman.com/pass.

Questions? Call 877-296-2169 to speak with an All-Access Pass specialist today.

Live Webinar Registration

Live Webinar ID: 400348

June 20, 2017

1:00 PM - 2:00 PM ET • Tuition: \$99

Call 866-352-9539 or

www.lorman.com/ID400348.

Printable registration form available upon request.

Can't Attend? Audio & Manual package available online.

Continuing Education Credit

- IAAP (Pending)

For detailed credit information, visit www.lorman.com/ID400348 or call 866-352-9540.

Agenda

No Is Not a Dirty Word: How to Say No and Have Them Thanking You

- What Is a Boundary?
- The Roadmap to Appreciation
- Are You Too Efficient?

Drowning in Your Inbox: Beyond Organizing Your Folders and Creating Rules

- Transfer of Ruling Power From Box to Self
- Neuroscience, Biology, and Responding, Why Do We Like It?
- The Shift to Putting You Back Into Control

Multitasking: Limiting and Creating a Mindful Plan

- Interruptions
- Managing Multiple Priorities
- Focusing

Organizing Each Day: Being Clear, Focused, and Flexible

- "Book-Ending"
- Prioritizing: 4 Steps
- The Power of One Theme

Proper Pre-Work: A Critical Step to the Best Days Ever

- Fireproofing
- Communicating With Your Colleagues
- Coordinating the Professional and Personal

Faculty

Carol Williams

- Founder and owner of Efficient Productivity Systems (EpS)
- Assists business professionals reach their full potential by identifying and eliminating the inefficiencies that have gone unnoticed
- Her no-nonsense, yet friendly, personalized and compassionate approach brings fast results
- Member of NPEx (Network for Productivity Excellence), NAPO (National Association of Professional Organizers), and the Greater Concord NH Chamber of Commerce
- Trains businesspeople in efficiency and workplace productivity through seminars, workshops, keynote speaking and hands-on training and coaching
- Can be contacted at 603-848-4732 or carol@eps-time.com

For a complete list of accomplishments, visit www.lorman.com/ID400348.

General Information: Includes free downloadable manual with attendance. This live webinar may be recorded by Lorman Education. If you need special accommodations, please contact us two weeks in advance of the program. Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package. ©2017 Lorman Education Services. All rights reserved. **Cancellations:** Substitute registrants can be named at any time. A full refund, less a \$20 service charge, will be given if notification is given six or more business days in advance. Notification of less than six business days will result in a credit that can be applied to any Lorman products or services. If you do not cancel or attend, you are responsible for the entire payment.

Register online at:

www.lorman.com/ID400348