

# Is your time worth protecting?

Probably so ... but odds are you aren't doing it. Now you're all out of excuses.

**Protecting Professional Time** costs you almost nothing in terms of money and time. Except for the kick-off meeting, you don't even have to leave the office. The program is simple and effective. We even guarantee results:

- We'll find you an extra hour per day.
- You'll gain a fresh perspective on the value of your time.
- You'll integrate procedures designed to help your office team work smarter and more efficiently.
- Workplace communication will be improved, wasting less of your time.
- You and your team members will learn to work together to create a vibrant and productive office environment.
- You'll learn how to help your staff grow personally and develop more of their potential.

All these benefits accrue to the bottom line of your enterprise. You recoup your investment in our program in a matter of days.

Professional time is not a disposable commodity. It's time you stopped treating it that way.

# There's nothing new under the Sun!

But there are new methods of applying the techniques you already know.

Content for **Protecting Professional Time** is delivered via e-mail. One component is an audio file which contains the narrated text of the segment.

You budget ten minutes per day to listen to the audio file. Listening with spaced repetition helps integrate the segment information into your daily routine. And you can listen any time when your hands are busy but your mind isn't ... while you eat, dress, exercise or drive to the office.

Through the use of spaced repetition, multi-sensory impact and unique weekly action assignments, you can retain from 62% to 85% of the program content.

Contrast this with only 2% of content retained after a seminar.

Using these innovative learning techniques, we guarantee that **Protecting Professional Time** will save you at least an hour per day.



Your  
Most  
Valuable  
Asset.

# Make Your Day Count!

Most executives and business owners have never equipped themselves with the tools of the trade required to make the most of their most valuable asset: Professional time.

Instead, owners and executives learn by trial and error, and are often never really aware of the value of the hours they spend at work. That lack of awareness wastes countless hours every day.

**Protecting Professional Time** is a new kind of executive development program. We use modern learning techniques and weekly hour-long facilitation webinars.

**Protecting Professional Time** includes four learning segments. Content for each segment is communicated via audio and text files that are delivered weekly via e-mail.

During the week, you apply the ideas and strategies presented in each segment.

During the weekly facilitation webinars, you'll have an opportunity to quantify your time savings. You and other participants will share success stories and new ideas for increased productivity.

Our program helps you create maximum benefit from the hours you spend at work. **Protecting Professional Time** is an exceptional investment for you and your enterprise.



# We'll Help You Create Additional High-Value Time!

Protecting Time® is the preeminent resource for staff and executive productivity enhancement. Our programs are the result of decades of experience in training and executive development. Over the years, we've helped thousands of high-value professionals create additional time.

Here's how **Protecting Professional Time** will work for you:

**Segment One: Improving Time Habits** makes the point that increased productivity doesn't necessarily involve more work. Segment One helps you identify the high-payoff activities that produce the greatest daily impact for the enterprise.

You'll also learn the four "Cardinal Rules" of time management and how to apply them.

**Segment Two: Defeating Time Thieves** puts you on the road to increased productivity. You'll learn about the four biggest threats to professional time and develop strategies to overcome each one.

**Segment Three: Making Time Work for You** focuses on the development of the incredibly valuable *Top Ten List* and *Time Picture* ... organizational tools designed to identify key objectives and find the time to achieve them.

**Segment Four: Making Your Team More Productive** helps you apply the critical concept of emotional maturity to your team's unique dynamic.

As a result of Segment Four, you begin to help your team members grow personally and professionally. The result is a higher level of performance for everyone involved.



## Get Started Today!

**Protecting Professional Time** is an investment in your most important asset: Time at work. The rewards include an increase in personal organization, a measurable improvement in your performance, and – most importantly – an increase in the time available to you each day.

**We guarantee a net time savings of at least an hour per day for each participant.** Our moneyback guarantee is unheard of in the training industry. There are two conditions: You must attend all facilitation sessions and you must complete all weekly assignments.

Can you afford not to enroll today?

