



Leadership Development Training

Tired of “Doing More with Less”?

Maximize Tools Available and Increase your Efficiency!



Date:	August 24, 2012
Time:	8:00 a.m. - 4:00 p.m.
Location:	Magnuson Hotel, 737 S. Meridian Ave, Oklahoma City
Cost:	\$165.00 per person
Why?	Has email (which was suppose to make our lives easier) dominated many of your work hours and cut into your personal time to “keep up?” Do you ever suspect that your “smart phone” has a higher IQ than you? Do the papers that come across your desk have a tendency to gather in social groups (otherwise known as “piles of paper”)?
Topics:	Taming the E-mail Beast, Key Strategies for Managing the Mess of E-mail Overload: Learn how to tame your e-mail account, with proven strategies for keeping your inbox efficient and under control by having “natural” places for your email to go. Smart Phone Success, Getting more productivity (and FUN!) from your Smart Phone and Table devices: Learn about the apps and peripheral devices that help take your SmartPhone (and tablets) from “cool” to “critical” when it comes to productivity, time, project, people, and e-mail management as well as “remote” productivity. Ending the Office Clutter: Key Strategies for Managing Info Overload, “Stacks & Piles”: Learn how to reduce the mess on your desk by having “natural” places for all of your papers, project folders, items to read, etc., to go.
Instructor:	 <p>Randall Dean, MBA, and author of the recent Amazon.com #1 E-mail Bestseller, <i>Taming the E-mail Beast</i> has more than 20 years of experience using and teaching an advanced time management/personal organization system, including systems for effective e-mail management, office clutter reduction, optimizing your Outlook usage, and getting the most from affiliated SmartPhone/PDA devices. He has personally tested his time, e-mail, Outlook, and office clutter management systems in major corporate, academic, and non-profit settings, as well as in small and fast-paced for-profit companies, and has found the system to be flexible enough to provide great support in all of these differing environments. His speaking and training programs are consistently some of the highest-rated programs for the many conferences and clients he speaks for, including major conferences, Fortune 500 organizations, top universities, governmental agencies, and leading nonprofits -- basically anyone struggling to better manage their time, e-mail, SmartPhones, Google apps, and/or Outlook. (And he makes these topics fun and engaging too!)</p>

Registration

Name _____ Agency _____

Phone _____ Email _____

Method of payment: Check Government Voucher Credit Card

Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165
Or email to:	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 17, 2012. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!