

GETTING THINGS DONE

THE ART OF STRESSFREE PRODUCTIVITY

SEMINAR

Presenter: Mrs. Brigitte Levy: MSc. BSc. (*Hons.*)

Who should attend:

Managers • Personal Assistants • Administrative Assistants • Line Managers
•Anyone who needs to be better organized

Expected Outcomes:

1. Understand the five (5) step mastering workflow model
2. Begin to organize projects, action steps and supportive information into a streamlined workable plan
3. Learn how to deal with e-mail and paper overload and make decision on next steps
4. Explore best way to use paper-based and/or computer-based systems to better manage your daily life
5. Experience a new sense of relaxed control and greater ability to focus and follow through towards stated objectives

Date & Time: Wednesday October 14, 2009
9:00 a.m. – 1:00 p.m.

Cost: Members - \$5,500.00
Non-Members - \$6,500.00

Venue: College of Insurance & Professional Studies
3a Richmond Avenue, Kingston 10

Contact:



 **COLLEGE OF INSURANCE
& PROFESSIONAL STUDIES**

3a Richmond Avenue, Kingston 10.

Tel: 929-3340, 929-6149, 929-6159, Digiline: 383-2411

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E-mail: info@collegeofinsurance.edu.jm

Website: www.cipsonline.edu.jm

REGISTRATION FORM

For

GETTING THINGS DONE – STRESSFREE PRODUCTIVITY

on

OCOTBER 14, 2009

Please register the following participant(s) in the abovementioned Seminar

ORGANISATION:		
ADDRESS:		
NAME AND POSITION OF PERSON AUTHORISING REGISTRATION:		
AUTHORIZED SIGNATURE:		
TEL:	FAX:	
DATE:	EMAIL:	
NAME OF PARTICIPANT	TITLE	EMAIL
1.		
2.		
3.		
4.		
5.		
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7.		
8.		
9.		
10.		

I understand that the total amount payable is \$ _____

Enclosed is a cheque made payable to the:

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Website: www.cipsonline.edu.jm

NOTE: Kindly ensure that completed application form(s) and fee(s) are paid by Friday October 9, 2009.