

Time for Success

Strategies to Organize Time and Space

Making Time for Success – Tips for Working Smarter, Part 2

What is Making Time for Success?

A one-hour call once a month to explore themes about how to **make** time for success

What does it cost?

Nothing – It's FREE!

When are the calls?

The second call of 2014 is on **Thursday, March 27 at 3:30 – 4:30 p.m.** (Pacific Time).

The theme is ***Tips for Working Smarter, Part 2.***

The next call is on Thursday, April 24 at 3:30 – 4:30 p.m. (Pacific Time).

The theme for April is ***The Power of Your Checklist – Friend or Foe?***

What are themes?

A theme is the topic we explore during our interactive call.

In an interview with *Forbes Magazine*, David Rock, director of the Neuro Leadership Institute, suggested **10 Tips for Working Smarter in 2014**. In February we explored Rock's first five tips. In March we'll explore his next five tips. These tips include the value of single-tasking, how to run more effective meetings, learning how to maintain a positive state of mind, carving out down time, and celebrating small wins.

What is the format of the call?

The facilitator, Kathie England, will provide an overview of the theme, introduce key strategies, and then open the call for questions, ideas, sharing, and creativity.

Who can join the call?

Anyone who pre-registers via email at kathie@timeforsuccess.net (at least two days before the date of the call)

After you have registered, you'll receive the phone number and access code for the call plus the agenda and any other hand-outs used during the call.

Who will want to participate in the call?

People who...

- ...want to be more successful
- ...aren't satisfied with the status quo, want to take action, and are ready for change
- ...are curious, creative, and enjoy exploring what's possible
- ...are intelligent and willing to take a risk now and then
- ...are looking for solutions and are energized by ideas
- ...are ready for adventure – who knows what we'll discover during the conversation?
- ...are engaged, open, and looking for opportunities to ask questions
- ...would like a safe playground to explore opportunities and incubate ideas

Who facilitates the call?

Kathie England, Certified Organizer Coach[®] and Certified Professional Organizer[®], president of Time for Success, Inc. launched in 2002.

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