Training Workshops

Constant Training
• Customized • Measurable • Guaranteed

TIME (AND LIFE) MANAGEMENT

Wednesday, April 13th from 8:00 a.m.— 11:30 a.m.

Are you achieving your goals in life, or do you even have any? Are you feeling stretched beyond the maximum and just can't find enough time each day to do what you need or want to do? Would you like to get control of your time and your life and make significant changes that will help you be more successful? This workshop will help you set priorities, stop wasting time & accomplish the most important things you need to on a daily basis.

- Learn how important it is to **SET GOALS** and an easy process to set them
- Practice using the **SMARTER** system for achieving your goals
- Begin to **ESTABLISH BALANCE** in your life
- Identify the **TIME WASTERS** in your life & learn to control them
- Review the **TOP TEN** time management tools
- Get control of your life & time—begin to feel more successful!
- Develop a Personal Action Plan to make needed changes.

Presenter—Joe Constance

Joe is a lifelong resident of the U.P. of Michigan with the exception of two years when he lived in Minneapolis where he worked for the Dale Carnegie Corporation as an area manager and instructor.

He has owned nine different businesses and has had up to 200 employees. He has experienced plenty of success as well as many failures to share with his audiences, and he does so in a fun, relaxed and interactive way.

He has a Master of Arts Degree with a focus in adult education and a Bachelor Degree in accounting, both from Northern Michigan University.

This is a very participation-oriented learning experience. It is not just theory! You can start using these ideas immediately. At our workshop, you definitely get to "**PRACTICE WHAT WE PREACH**!"

Your Goshen Chamber works hard at bringing you high quality speakers! Joe Constant will be offering 2 separate 1/2 day seminars on April 13th

Morning—***TIME (AND LIFE) MANAGEMENT***
Afternoon—***DEALING WITH DIFFICULT PEOPLE & CONFLICT.***

Sign up for both seminars and save!

"The best way to predict the future—is to create it!" —Peter Drucker

GOSHEN Chamber of Commerce
Together, Growing Goshen

Registration Form for both Constant Training workshops Wednesday, April 13th
Time (and Life) Management — 8:00 a.m. to 11:30 a.m.
Dealing with Difficult People & Conflict — 1:00 p.m. to 4:30 p.m.
Place: Goshen Chamber Business Center, 232 S. Main Street, Goshen, IN

***Cost*: Single Session— Members $59 ea. Non-Members $89 ea.**
Both Sessions—Members $99 ea. Non-members $175 ea.

Company _____

Phone _____ Fax _____

Attendee _____ $ _____
Session : Time Management Dealing with Difficult People & Conflict
(circle session to be attended)

Attendee _____ $ _____
Session : Time Management Dealing with Difficult People & Conflict
(circle session to be attended)

Registration Deadline is
Monday, April 11, 2005

Goshen Chamber of Commerce
232 South Main Street
Goshen, IN 46526
Phone: 533-2102 Fax: 533-2103
Email: goshenchamber@goshen.org

Payment Method : ☐ Check Enclosed ☐ Invoice Me Credit Card: ☐ Visa ☐ MasterCard

Account #:_____ **Expiration Date:**_____

48 hours notice to receive a refund