

# QuietSpacing

Time Management for the Modern Day

## WHAT IS IT?

QuietSpacing is an easy-to-implement, integrated workflow management system designed for today's always-connected world. It teaches you to:

- ▶ Increase your focus by reducing distractions and interruptions.
- ▶ Be proactive versus reactive through better workflow and schedule management.
- ▶ Leverage Outlook and your PDA, effectively integrating these powerful tools into your day.

## WHAT WILL I GET?

Implementing this system directly results in:

- ▶ Better client/co-worker responsiveness...  
*Because you are leveraging technology more efficiently.*
- ▶ Improved effectiveness...  
*Because your focus is increased and your interruptions are reduced.*
- ▶ Greater career satisfaction...  
*Because you are assured everything you need to do is captured.*

*Gain control over your workload and schedule.*

## HOW DOES IT WORK?

The course and related workbook provide you a complete explanation of the:

- ▶ Conceptual framework.
- ▶ Implementation components.
- ▶ Step-by-step execution mechanics.

## WHAT ARE PEOPLE SAYING ABOUT IT?

"This program is a must for every busy professional and staff member! The training seminar was well-received at our Seattle office and the follow-up Paul provided was fantastic."

*Kelli Kohout, West Coast Region Manager, Dorsey Whitney*

"Our people came away with a new appreciation for the possibilities of reaching their potential. The program was a tremendous success."

*K. Patrick Neill, Managing Partner, Hersbner Hunter*

"Paul's QuietSpacing™ method has increased my focus and productivity, allowing me to better manage my ever-increasing responsibilities here at the firm and at home."

*Abby Klinect, Senior Associate, Davis Wright Tremaine*

## SEMINAR INFO

**Delivery:** Interactive seminar

**Length:** 2 Hours

**Materials:** 125-page book, resource kit CD, PowerPoint

**Continuing Education:** Accredited (local rules apply)

**Cost:** \$199/student (group rates available)

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## LEARN SPECIFIC WAYS TO:

Leverage your Outlook and PDA

Be more responsive to clients

Gain control over your workload and schedule

Reduce distractions and interruptions

Capture every "to do" in one system

Achieve greater career satisfaction

## ABOUT THE COURSE CREATOR:

Paul is a former attorney, software executive and successful entrepreneur. As a frequent speaker and recognized author on productivity and leadership, Paul provides engaging keynote presentations, interactive training seminars and individualized coaching to help his clients achieve more in their careers and lives.