

Paul H. Burton

Interactive Training Seminars

QuietSpacing™

Time Management Has Evolved

In today's fast-paced work environments, e-mail and other technologies have dramatically increased our workload and associated expectations. As a result, we are constantly bombarded with interruptions and distractions which reduce our responsiveness, effectiveness and efficiency. This 2-hour seminar is the solution. Using a modern-day workflow method that incorporates Outlook and other technologies, distractions are reduced and focus is increased. The result: Higher Productivity!

This program teaches participants to be:

- More responsive, because they can better manage their e-mail and other workflow demands.
- More effective, because increased focus means better decision making and better work product.
- More efficient, because fewer interruptions and distractions mean increased productivity.

Achievers to Leaders

Making the Transition

Professionals are all high achievers - a fact that levels the competitive playing field. But how do they become persuasive leaders? This seminar answers that question.

Focusing on the cornerstones of leadership – communication skills and emotional intelligence – participants will learn how to apply these fundamentals in building rapport with others and in improving their skills in giving and receiving work. Loaded with interactive exercises, this 2-hour program gets everyone thinking and acting like a leader. Add even more interactive exercises to extend the Achievers to Leaders seminar into a 3-hour session and ensure that participants have the right tools to take immediate action.

This program teaches participants:

- The fundamental components of leadership.
- How to apply these newfound skills in building rapport and when giving and receiving work.
- Effective management skills to exponentially grow their performance.

About Paul Burton

Paul is a former attorney, software executive and successful entrepreneur. As a frequent speaker and recognized author on time management and productivity, he provides keynote addresses, interactive training seminars and individualized coaching that help his clients achieve more in their careers and lives. You can learn more about Paul at www.visionmechanix.com/bio.html.



Clients Say

"Paul's presentation style and individual attention to our group was well received and effective."

- Lewis Horowitz, President, Lane Powell

"We've already invited Paul back for our next annual conference."

- Tanna Moore, C.E.O., Meritas, Inc.

"We were delighted!"

- Greg Powell, Managing Partner, Foster Pepper

"...a genuine and entertaining speaker."

- Lynne Traverse, Director of Professional Development and Recruiting, Bryan Cave

"A must for every professional!"

- Kelli Kohout, West Region Administrator, Dorsey Whitney