



Time Tools

...more hours in your day



ATTENTION: SMALL BUSINESS OWNERS & INDEPENDENT PROFESSIONALS

Do you *struggle to manage your time and priorities*? Find yourself feeling over-busy, stressed out, disorganized, or out of control of your work and your life?

The **TIME TOOLS WORKSHOP** is designed to help you:

- Clarify your goals and priorities
- Exterminate the *Termites* and *Sapsuckers* that are *eating away at your foundation*
- Identify best practices for calendar, email, and task list programs to track commitments
- Build reserves of time and energy
- Overcome procrastination once and for all!

Who: Up to 25 small business owners, managers, and independent professionals

Date & Time: **Friday, August 22, 2008, 8:30 a.m. to 4:30 p.m.**

Where: Cambridge, Holiday Inn. *Delicious lunch and light snacks provided.*

Facilitator: Lois Raats of Ready2Grow Associates www.ready2grow.com

Cost: Only \$157+GST until August 15, then cost goes up to FULL PRICE of \$197 +GST

SPECIAL OFFER: Purchase ONE FULL-PRICE TICKET at \$197 +GST
BY AUG. 8, and BRING A FRIEND AT NO CHARGE.

You DON'T HAVE TO GO IT ALONE!!

Planning alongside others is WAY MORE FUN!

Optional Peer Coaching Monthly Group to follow at additional cost:

**Don't let LOW PRODUCTIVITY HAMPER
the growth of your business. Register TODAY!**

Simply email your attendance confirmation to:

info@ready2grow.com or call 519-883-8838

Sample participant feedback from previous workshops:

"Excellent conversation and large group discussions!"

"Our discussions were amazing! You were able to uncover our deepest concerns and help us work them through."

"I was impressed with how you altered the morning's plan on the spot to suit us as our needs emerged."

"I loved your Small Business Scorecard – it really made me think differently about my business"

"Thanks for helping us set goals in all areas of our lives – not just business"

"I appreciated the balance you provided between quiet reflective time and discussions with our peers"

"Thanks for helping me understand how important it is to diversify sources of revenue, and also providing ideas for generating alternate streams of income."

"Studying different personality types really made me aware of how valuable our differences are in getting the job done."

"Today I learned some ways to have a difficult conversation and still validate the other person as an individual. You rock!! Thanks!"

"I loved the Time Tools workshop. It answered so many of my questions about why I have trouble managing my time, and what to do differently to get a better result!"