

How many times have you heard your people say,  
"I seem to be losing control, I'm racing just to keep up,"  
or, "I need more hours in my day."?



Here's a keynote presentation or workshop that helps your people:

## "Get Your Ducks In A Row!"

A thought-provoking, personally valuable message for professionals who want more effective use of their time and a sense of direction in their days.



Chuc Barnes, CSP\*, author of the book, *Get Your Ducks In A Row!* crafts its message into a personalized speech or training for your group.

### What executives like about this presentation:

- 1) **Knowledge** – They learn what they need to know to better manage their #1 priority — *themselves!*
- 2) **Skills** – They identify and develop the skills critical to their success as a Self-Manager.
- 3) **Confidence** – They boost their confidence for streamlining challenges and taking care of what needs to be done.

### The speech zeros in on four core areas:

- 1) **Direction** – Know where you're going, personally and professionally.
- 2) **Game plan** – Create and follow a specific blueprint for success.
- 3) **System** – Know how to prioritize quickly, easily, and effectively.
- 4) **Benchmarks** – Set checkpoints to stay on track and avoid tangents.



### Your people will walk away with ideas they can implement for more:

- 1) **Focus** - on key priorities: today, tomorrow, next week, next month
- 2) **Control** - over schedule changes, e-mail, voice mail, and paper
- 3) **Order** - in their work area, team interactions, and daily activities
- 4) **Balance** - between personal and professional priorities

### Meeting planners like the results:

"The standing ovation was impressive, but — even more impressive — is that people say they now can manage themselves better. Thank you."

—Tony Beckhold, Sylver Enterprises

"This presentation hit the mark. Our attendees continue to make positive comments about the technical content and the way it helps them 'Get Their Ducks in A Row.'"

—Richard Falk, Wheelabrator Corporation

### About Chuc Barnes

He has worked with over 30,000 executives on Self Management skills and spoken for executives in over 1,000 companies. His *Get Your Ducks in A Row* message has been well received by executives across the country.

\* Certified Speaking Professional

(The highest earned credential awarded by the National Speakers Association)

**For more information, contact MinutesCount! at**

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