

MANAGING CHAOS: DYNAMIC TIME MANAGEMENT, RECALL, READING AND STRESS MANAGEMENT SKILLS FOR ADMINISTRATIVE PROFESSIONALS

This seminar will show you how to deal efficiently with the overflow of information and still be able to produce effective results.

Seminar #2194

Overview

It goes beyond theory: it's practical, hands-on and technique-oriented. Throughout the two days, you'll be taught accelerated learning skills, advanced memory/recall methods and increased reading comprehension techniques. The results are immediate and will last a lifetime! You'll not only develop your mind but also gain the skills needed to control your workday in today's chaotic business environment.

Schedule

- [2] days

- [2] days - \$1,645 Non Members
- [2] days - \$1,495 AMA Members
- [2] days - \$1,280 GSA

Credits

1.2 CEU

Schedule

We have 6 scheduled sessions located nationwide starting between 7/26/2012 - 2/11/2013

Date	Location	Duration
Jul 26, 2012 - Jul 27, 2012	New York, NY	2 Days
Sep 6, 2012 - Sep 7, 2012	Arlington/Washington DC, DC	2 Days
Oct 29, 2012 - Oct 30, 2012	New York, NY	2 Days
Nov 12, 2012 - Nov 13, 2012	Chicago, IL	2 Days
Dec 3, 2012 - Dec 4, 2012	Arlington/Washington DC, DC	2 Days
Feb 11, 2013 - Feb 12, 2013	Atlanta, GA	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Pinpoint where you need to take control
- Conquer procrastination and stress
- Effectively process and retain critical information
- Improve comprehension and focus
- Perform better when juggling people, paper and priorities

What You Will Cover

- Prioritizing: the SMART way to set goals...the five-step time management plan
- Using your power skills to handle the mass of information on your desk
- Accessing your memory and recall skills
- Staying in control: how to use stress to your advantage and handle burnout
- Reading more effectively by increasing comprehension

Who Should Attend

Executive secretaries, secretaries and administrative/executive/sales assistants.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)