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PROACTIVE TIME & STRESS MANAGEMENT

How to **DOUBLE** your
productivity and
TRIPLE your effectiveness.

26 – 27 June 2006,
Crowne Plaza Mutiara
Kuala Lumpur, MALAYSIA

Seminar Leader:

**MICHAEL A.
PODOLINSKY**

International Speaker, Trainer and Author
of 10 books including



Winner of 2004
Ronald Reagan
Gold Medal
Award for
Business
Leadership



This is a golden
opportunity to
catch Mike 'LIVE'
in Malaysia!!!

Over 11 million people in Asia and across the world have benefited from Mike's powerful message – now is your chance to learn from the Master of executive development!!!



Questions:

Do you ever feel like there is not enough time in a day? Do you ever wish you could get more done and achieve the goals you have for yourself in life? Do you ever feel overworked, over stressed and frustrated?

Most people today are feeling the same way. They just wander aimlessly through life; very BUSY but not very productive. Even those who have goals rarely achieve them as they do not have a concrete plan for goal attainment. It is just too easy to get caught up with fire-fighting and dealing with the daily routine. It is too easy not to manage time and stress effectively.

How would you like to change your old habits, double your productivity and triple your effectiveness immediately by learning how to manage your time and stress from a true Master?

Michael Podolinsky, the international speaker, trainer, coach and master of Personal and Professional Development. His amazing programme, **"Proactive Time and Stress Management"** gives you a blue-print for living a more productive, successful, healthier and happier life.

Unlike other time management programmes, this one focuses on practical **HOWTOs**, rather than theory. Podolinsky, a Pearson Prentice Hall author of 10 books, including *Go For Your Goals*, *Winning at Work*, *From Stress to Success* and *E-mail and Voicemail Tools* will show you the way to taking charge of your life and lifestyle and controlling your stress.

OBJECTIVES

At the end of the seminar, you will know how to:

- Set your life-changing goals in line with your beliefs
- Attain your goals (not just setting them)
- Change your old time use habits and double your productivity
- Take specific action steps to follow up on your goals
- Use proven tools and techniques to control and manage your time well
- Be more effective at work, not just busy
- Set up proven and simple systems that will free up more work time for you
- Take care of interruptions and handle risks
- Deal with stress productively and make it work for you
- Cope with multiple bosses and tasks
- Prioritise your work and commitments such that it works for you, your work team, your boss and your family

... MUCH MORE

We promise you that when you attend this programme and apply the skills and concepts you learnt from this life-changing programme, you will more fun in life and get more LIFE out of the time you have on this planet.

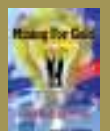


ABOUT MICHAEL A. PODOLINSKY

Michael A. Podolinsky is a people productivity expert. Over 11 million people worldwide have benefited from his powerful message.

His practical, real-world examples, stories and systems will fill your tool chests with easy to implement techniques. Podolinsky's counsel and expertise is sought after on 6 continents and 25 countries for more than 500 clients worldwide.

Michael's 10 authored works on Time, Stress, Productivity and Leadership Include:



SPECIFIC TOPICS THAT WILL BE COVERED INCLUDE:

Time Management

- Planning your time profitably to accomplish twice as much every day
- 12 critical steps to making meetings productive and get results flowing AFTER the meeting
- How to control or eliminate paperwork
- How to control e-mail and set up systems that WORK
- How to eliminate SPAM (Michael's 2004 audio book on this subject is world renowned)
- How to control your office space, your telephone (desk and mobile) and your desk
- Skills and secrets to eliminate 80% of all your time and productivity draining interruptions
- How to say "NO!"
- How and why to be a CAT and not a DOG
- How to stop procrastinating and how to become punctual to propel your career forward!
- Taking advantage of "down time"
- Power packing your personal time

People / Task Management

- The secret of focus and how to maintain it
- 5 essential delegation steps
- The importance of grouping tasks and trips for peak efficiency – how to do it
- The difference between Urgency and Importance – what to focus on
- Coping with multiple bosses and tasks
- 10 ways of dealing with your boss, customers and your organisation to stay in control
- Essentials for managing and leading others, whether you are a manager or not!

Stress Management

- Eliminating worry from your life and putting that energy to better use
- How to deal productively with stress and make it work for you, instead of against you
- The importance and essentials of risk taking
- The 80 / 20 rule and how to capitalise on its magic



Work / Life Balance

- Organising your work and personal life
- Why you want to be a "cat" and not a "dog"
- 5 essential elements of goal setting and goal getting
- A sure-fire method of prioritising that works for you, family, work team and your boss
- The 5 "F's"... and how to balance work, social life and family responsibilities
- 21 ways to pamper yourself
- How to live LONGER, HEALTHIER and HAPPIER

SCHEDULE

Registration	08:15 – 09:00 hours
Seminar	09:00 – 17:00 hours

Lunch break, morning and afternoon tea-breaks will be provided for at the seminar.

WHO WOULD BENEFIT

Managers, Executives, Team Leaders, Department Heads, Entrepreneurs, Sales and Marketing Executives, Government and Public Sector Officers and Executives, School Officials and anyone wishing to get more out of life and to get more done in the time they have available.

Clients in Asia include: Singapore Airlines, Westin / Hyatt / Sheraton / Shangri La Hotels and Resorts, Bank of Sabah, Intitute Bank-Bank Malaysia, Citibank, Maybank, Seagate, Caterpillar Asia, Stahl Asia, Singtel, Young Presidents Organisation, AIA / Great Eastern Life / Prudential / Arab-Malaysian Life Assurance Companies, National Semiconductor, Tyco Fire & Security, Ameron, IBM Malaysia, IBM India, A & W Family Restaurants of Malaysia, JVC Malaysia, BP-Malaysia and Singapore, Genting Highlands Resorts World and hundreds more.

As a speaker, trainer, facilitator and consultant, he's recognized the world over for his platform excellence. His speaking accolades include:

- Walter's International Speakers Bureau named him "**Consummate Speaker of the Year.**"
- The National Speakers Association of Australia named him as one of only 5 American Speakers, "**Honorary Member**".
- His speaking peers in the USA elected him as their President both in 1984-1985 and in 2000-2001 and the ONLY speaker ever honoured as president TWICE of the prestigious National Speakers Association Minnesota Chapter.
- His speaking peers in the USA also awarded him both "**Motivational Speaker of the Year**" and "**Member of the Year**" awards.
- He was awarded the **Mark LeBlanc award for Leadership** in 2002
- He was the winner of **2004 Ronald Reagan Gold Medal Award for Business Leadership**

He's quoted extensively in Meetings & Conventions Magazine and books like: Speak And Grow Rich, Speaking For Profit And Pleasure and What To Say When You Are Dying On The Platform. With 70% of his business with repeat clients and 90% repeat or referral, you know he is effective and his information really works. Having addressed over 1,900 audiences of up to 4,500 people, this seminar is guaranteed to not only be one of the most beneficial, but one of the most fun you will EVER attend!

HEAR WHAT THE PAST PARTICIPANTS HAVE TO SAY

- "Superb Programme!" - **Life Underwriters of Hong Kong**
- "Entertaining and inspirational...you really DID double our productivity and triple our effectiveness!" - **IBM South Africa**
- "We found the seminar easy to understand, interesting, fast moving and stimulating...the course was a success!"
- **The Datai Resort (Langkawi)**
- "Lots of new ideas introduced. Michael is not the usual run-of-the-mill trainer – he is fun and makes fun of himself. Not stuffy ol' boring lecturers. Bravo!" – **BP Malaysia Sdn Bhd**
- "Very energetic trainer. Programme is full of fun and will use Mike's facilitation expertise as role model."
- **Volex Cable Assemblies Sdn Bhd**
- "New ideas to ponder on and definitely practical. All in all, an exciting 2-day event and appreciate the dedication with which it was presented." - **Lembaga Hasil Dalam Negeri Malaysia**
- "Practical ideas on how I can improve and apply in my work. Keep Mike in this programme – he's VERY COOL & SUPER!!!"
- **Shell Information Technology International Sdn Bhd**

See Michael Touching Lives and Inspiring People with His Powerful Message



FREE BONUS!!!

A Gift to First 20 Attendees

Make stress work for you instead of against you. Now you can transform your stress, balance your life, and get more done in less time. The simple stress relief tips help you laugh it off, lighten up and conquer the world.

To register, please contact Partners Conference & Event Management Pte Ltd (Reg. No. 200210370R)
Tel: 65-6288 1273 Fax: 65-6288 1293 Email: enquiries@partners-conference.com www.partners-conference.com

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Registration Fees (for per person) **S\$1,095** nett
Register by 30 Apr 2006 **S\$995** nett

SPECIAL OFFER – Register 3 persons and the 4th person attends **FREE – HURRY – Limited Seats Only**

YES! Please register me / us:

Name of Delegates	Designation	Email
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Approving Manager

Name: _____ Designation: _____
Email: _____ Organisation: _____
Address: _____
Postal Code: _____ Country: _____ Tel: _____ Fax: _____

Methods of Payment

Bank Transfer

Account Name : **Partners Conference & Event Management Pte Ltd**
Account Number : 501-584692-001 (Bank Code: 7339)
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Branch : OCBC Centre

Cheque

Please make your crossed cheque payable to **Partners Conference & Event Management Pte Ltd**.
Kindly mail your cheque and registration form to:
Partners Conference & Event Management Pte Ltd
30 East Coast Road#02-27 Paramount Shopping Complex
Singapore 428751