



Oregon Area Chamber of Commerce  
**Membership Meeting – Member Development**  
**December 18, 2008; 11:30AM-1:30PM**  
**Marty D. Verhelst CPA Conference Room**

**Featured Topic: Time Management: *Beyond the Billable Hour***

We all have the same 24 hours every day in which to cram all the important aspects of our lives. Why, then, do some people finish each day floundering and falling farther behind? One of the main reasons for this problem is the tendency many people have to react to external circumstances as they develop, rather than planning and working toward high-priority, long-term goals.

**Time Management Skills** seminar is a highly interactive training experience that teaches participants how to regain control of their schedules and their lives. Each student will follow a diagnostic process to develop data about their priorities and habits. Then, over the course of the day, they will learn how to use proven time-management tools and techniques to design a strategy for putting first things first, as well as a few tricks for eliminating annoying distractions permanently. Based on the principles taught in Franklin Coveys award winning First Things First seminar.

**Seminar Objectives:** Participants in the **Time Management Skills** training seminar will learn:

- Get control of their schedules using effective planning skills and clarifying objectives
- Devote more time toward achieving high-priority end goals
- Avoid spending time on unnecessary or unreasonable requests
- Maintain a firm grasp on the Big Picture
- Balance professional goals and personal time
- Use time management tools more effectively
- Set goals and prioritize them to determine if activities are goal-directed

**ABOUT THE FACILITATOR**



Andrea Beers has been in the learning and development industry since 1995. She has worked with companies such as Lands' End, FedEx Kinko's, Ashley Furniture, Cuna Mutual Group, Associated General Contractors, and Virchow Krause. She began her company *Skills for Success* in January 2007. Her diverse background brings real life examples from a multitude of industries. Andrea has expertise in consulting, curriculum design, content design, facilitation and advanced subject matter expert coaching. While she has experience in topics ranging from training the trainer to FASB 109, her passion is in leadership development. Andrea is married to Robert and they, along with their dog, Bailey, have called Middleton home since 2000.

**Co-sponsored By:**

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