

Richard Gee

From: Neen James [neen@neenjames.com]
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Subject: Neen James Teleseminar Series

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neenjames

G'Day!

That's Aussie speak for Hello!



International
Productivity
EXPERT



Exciting News!

As you know, I have just released my latest book 'Secrets of Super-Productivity' - chances are while you are receiving this I am actually in Australia launching it! This is one of my most requested topics for keynotes and training programs, and so many people have requested I conduct a teleseminar series. I am delighted to announce that I have a few spots left for the series beginning on November 16th.

If you are in Sydney, Australia I am having a book launch on November 3rd at the Westin Hotel in Sydney, feel free to join me. For more information contact robyn@seachangepublishing.com

Teleseminar Series Offer!

Secrets of Super-Productivity Self-Study Program - Learn the secrets so you can get more done!

Sometimes it's necessary to help yourself -- so we have created a self-paced learning program for you. Our Self-Study Productivity Programs runs for 6 weeks and involves a combination of weekly online tutorials, resources and real-time teleconferences.

In the comfort of your home or office, you can expect to learn how to:

- Achieve Strategic clarity
- Adopt personal KPIs
- Systemise the Mundane

October 2006

Secrets of Super-Productivity Book Launch & Teleseminars series... this is very exciting!

Recommended Product of the Month



secrets of super-productivity:
how to achieve amazing things in your life

Secrets of Super-Productivity Be one of the first lucky readers to purchase my latest book 'Secrets of Super-Productivity' - only \$20 plus shipping and handling and it hasn't even hit the bookstores yet! Order your copy now and I would be delighted to autograph it for you.

- Control your technology platforms
- Identify and leverage your work style
- Focus your attention and create more energy
- Conduct Productive business development
- Create your personal productivity plan

What you get:

- Neen's latest book - *Secrets of Super-Productivity: How to Achieve Amazing Things in Your Work Life* (value \$20) - this has 408 tips on boosting your productivity!
- A 60-minute one-on-one mentoring session with Neen James (value \$500)
- Five different teleseminars (value \$1000)
- Online 6-week self-study program (value \$1000)

Total value is \$2570, but we are offering it to you for only \$299 per person.

If you register before November 1, you receive a \$50 discount.

We have limited spots available, but if you are keen to join us, please contact Maria Novey at maria@neenjames.com

Here are few tips from my latest book I thought you might enjoy:

Making Time Work for You. Time is one of our most rare and valuable resources in today's generally over-worked and under-resourced workplaces – we must learn how to spend it wisely. To boost your productivity, you must constantly ask yourself, 'How can I get the best return for my time?' ' And remember that once it's spent - you can never get it back again.

Book it in. Block out regular meetings and activities in advance, including work, family and social commitments. Schedule these in your diary/calendar as soon as they arise and for as long as they will continue - this way you won't forget important appointments or double-book yourself. Using colour coding can help you distinguish between work, family and fun activities at a glance.

Remember travel time. So many people only schedule time for the meetings they attend and forget to plan the time needed to travel to and from the venue. Book in travel time whenever you make an appointment and be sure to allow yourself a buffer in case of bad traffic or other delays. Travel time can be put to good use returning calls, thinking about and planning projects, listening to motivational or educational CDs or even just enjoying some relaxing down time. And, before you do travel, ask yourself whether it is really necessary - could you save time by teleconferencing instead?

Keep a back up. If you've ever lost your diary/planner or data you'll know that it can virtually bring you to a standstill, as well as cause embarrassment and hassle when you can't remember which appointments you had when. Keep a back up of your diary (for my US clients... your planner). If you use a paper diary, photocopy it weekly, if you use an electronic calendar, synchronize it with your computer and back it up weekly.

This book has 4 sections with 418 productivity tips - that is more than one per day!

Register now and we can help you achieve super-productivity!



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