

Comments from a past participant of the Managing My Time Program

“Overall I found the materials and the calls fantastic. The ongoing coaching/mentoring over the course of the program created some positive habit development. As a result of the program, the development of a time management awareness that I now seem to bring to the fore front of my mind on an almost daily basis is valuable to me. I have also developed a plan for goal achievement which will take me through completion of small steps over the course of a time frame in order to achieve the bigger picture items. The program has also created for me a state of mind that time is a commodity which I can choose to use in the way I want to.

I was pleasantly surprised at how the learning transpired over the phone (as I said on the call I was a little skeptical when I first learned how this workshop would be delivered). I have rated this program as ‘excellent’ in the areas of: effectiveness and usefulness in both my professional and personal life.”

Joanne Tully,  
Human Resources  
Manager  
Holiday Inn Peterborough  
Waterfront



# Managing My Time

## Group Tele-Coaching Program

This program is for you if you want to make positive changes in order to have time to focus on and attain your goals.

8 Classes: Feb 8, 15, Mar 1, 8, 15, 22, 29, Apr 5, 2007 ~ 11:00am-Noon

Time is one of our most important assets and it's also our true equalizer in life. We all have the same number of hours in a day, week, month and year.

*Imagine, what could be possible for you when you develop the habit of managing your time more effectively while staying focused on your goals?*

This program is for you if you want to:

- Improve your skills of setting goals and prioritizing your tasks.
- Learn how to become more organized .
- Better manage your time spent in meetings and interactions with others.
- Minimize your wasted time.
- Create a pattern upon which to build successes.

**“The bad news is time flies. The good news is you're the pilot.”** Michael Althsuler

Why a Tele-Coaching Group?

- ⌚ Changing habits, perspectives or systems is not a one-day event.
- ⌚ Actions broken down into manageable chunks = Less overwhelm = New Habits = Success.
- ⌚ You call in from the comfort of your office, home office, or any where in the world.
- ⌚ Affordable & Recoverable ~ Your increased effectiveness will far outweigh the cost which is less than one month of 1:1 coaching.
- ⌚ No wasted travel time and no geographic restrictions.

What you Get:

- ⌚ 8 hours of program time. The entire course in 8 1-hour group tele-coaching sessions.
- ⌚ The ongoing guidance and support of a Professional Certified Coach & Certified Corporate Coach with unlimited e-mails in-between calls.
- ⌚ A 61-page Managing My Life: Managing My Time workbook full of useful exercises.
- ⌚ Group size restricted to 15 participants.

*No proprietary accessories or software required to apply and implement the lessons learned.*

The Curriculum:

- ⌚ The benefits of managing your time more effectively.
- ⌚ The skills you need to better manage your time.
- ⌚ How you spend your time at work and in your personal life.
- ⌚ How you sometimes waste time.
- ⌚ Improving your ability in setting goals and prioritizing.
- ⌚ Organizing yourself more effectively.
- ⌚ How to minimize procrastination.
- ⌚ Determining better ways to manage your meetings and general interactions with others.



Sophie Cousins-Mathewson  
Professional Certified Coach  
Certified Corporate Coach  
Phone: 705.745.3227  
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info@prismgroup.ca

“Sustainable Transformation for Progressive Individuals & Organizations”

WHEN: **Thursday's from 11:00am to 12:00pm** [Eastern Time]  
DURATION: **8 Sessions ~ Thursday's - Feb 8, 15, 22; Mar 8, 15, 22, 29, Apr 5/07\***  
COST: **\$245 Early Bird Bonus:** Register by Jan 24 and receive a Time P.L.U.S.™ personalized assessment and group debrief.  
**\$230** per participant if registering 2-5 participants from your organization .  
HOW: **Register on-line at <http://www.prismgroup.ca/timegroup.html>**  
**By Phone ~ Call 705.745.3227 or 866.554.5547; By Fax ~ 705.745.2874**

\* All calls will be to a US-based bridge line. Your usual long distance charges will apply.

Comments from a past participant of the Managing My Time Program

*“I have really taken some huge steps towards managing my time and taking control of my life. I decided to work (and I mean really work! Productive Work) only 6 hours a day. It’s really paying off in terms of my relationship with my wife and kids and financially in terms of focusing on what’s important in making money and what I’m good at. I’ve delegated and dumped some nagging stuff and it feels great. Your Managing My Time tele-coaching series showed me how much time I was wasting, but more importantly the direction and the tools I needed to improve my self management in terms of time.”*

Andrew Galvin, B.A.  
Associate Broker  
ReMax Eastern Realty Inc.



REGISTRATION FORM

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**3 Convenient Ways to Register:**

**On-line:** Go to [www.prismgroup.ca/timegroup.html](http://www.prismgroup.ca/timegroup.html)  
**Fax:** Fax this completed form to: **705.745.2874**  
**Phone:** Call our office at **705.745.3227** or **866.554.5547**



Name			
Organization			
Street	City	Postal	
E-Mail			
<p><b>We require the information above, so that we can:</b>  <b>(1) Mail you your Managing My Life: Managing My Time workbook;</b>  <b>(2) E-mail you a link &amp; password in order to complete your personalized Success Insights Time P.L.U.S. assessment if you qualify for the Early Bird Bonus.</b>  <b>(3) E-mail you the tele-bridge number and other related information.</b></p>			
Phone	Daytime -	Fax-	

If paying by credit card please complete the following authorization, **sign, and return by fax to 705.745.2874.**

You can also pay via our secure **Pay Pal** option from our web site [www.prismgroup.ca](http://www.prismgroup.ca) under the Coaching Groups section.

<input type="checkbox"/> Register by Jan 24/07 to receive the Early Bird Bonus.	<i>You will receive instructions via e-mail for completion of your personalized Time P.L.U.S.™ assessment.</i>
<input type="checkbox"/> I authorize Prism Group Int'l to charge my credit card in the amount of \$259.70 . <input type="checkbox"/> If there are more than 2 participants from your organization: I authorize Prism Group Int'l to charge my credit card in the amount of \$243.80 per participant. [# of participants = _____] Total to be charged = \$_____	
CC # [Visa - MC—Amex] :	Expiry Date:
Name on Card:	Signature:

All information gathered is never shared or sold. Upon receipt of your registration, you will receive an invoice marked paid via e-mail.

*Thank you for your registration. I look forward to working with you over the 8-week period. If you have any questions, you may contact me at 705.745.3227 or via e-mail at [info@prismgroup.ca](mailto:info@prismgroup.ca)*

**Sophie**

Sophie Cousins-Mathewson, PCC, CCUCG  
President & Coaching Practice Leader  
Prism Group International



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