



TIME AND TASK MANAGEMENT PRODUCTIVITY HACKS IN THE WORKPLACE

FACILITATED BY JORDAN IMUTAN

MARCH 5 | 9AM - 5PM | DISCOVERY SUITES, ORTIGAS

In this seminar, you will know what are the roadblocks you have to overcome so you can run at full productivity, get "hacks" gathered from people of different nationalities who have varying work ethics that have a profound effect on productivity, and how you can use these "hacks" everyday.

Course Highlights

- Begin with the end
- Balanced and Smart Goals
- If it's not a definite 'yes' then it's a definite 'no'
- Only a two level task list works
- Book a meeting with yourself
- Five minute rule – get it off the list
- Start and end the day on time
- Don't be a slave to notifications
- Run away from the negative
- Good enough is never enough
- Get things done with others
- Few and productive meetings

Who Should Attend

Supervisors and team leaders who want their teams and themselves to be productive.

About the Facilitator



Jordan Imutan made his rounds in various departments of the largest commercial bank in the Middle East for 20 years. His final post was Vice President Head of Strategy and Transformation, where he actively participated in people and leadership development programs.

After coming back to the Philippines and living a retired life of six months, he decided to spend a little time back in the workforce. He has set up a consulting (Axel Gabe Management Consulting) and an e-learning company (Beyond Notebooks).

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1. Fill out the form below and email us at seminars@saltandlight.ph
2. Fill out the form and fax to 813-2745
3. Send form together with your company check to
Salt & Light Ventures
2/F HPL Building
60 Sen. Gil Puyat Avenue
Makati

To Inquire:

1. Call 813-2703/32, look for Juliet
2. Email us at inquiry@saltandlight.ph

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Time and Task Management: Productivity Hacks in the Workplace

Facilitated by Jordan Imutan

March 5, 2015 | 9:00 AM to 5:00 PM | Discovery Suites, Ortigas

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YES! Please register ___ participant(s) for this seminar/workshop!

Learning Investment:

- Best Buy Rate:** Php 5,977 + VAT when reserved and paid on or before February 18, 2015. Hurry, save P2,000 from your learning investment!
- Early Bird Rate:** Php 6,977 +VAT when reserved and paid on or before February 25, 2015. Save P1,000 from your learning investment!
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- Walk-in Rate:** Php 8,977 +VAT

Seminar/Workshop Fee Includes: AM & PM Snacks, Lunch, ID, Manual and Certificate

TERMS:

1. Participants availing of the Best Buy Rate or Early Bird Rate will be given five (5) working days to settle their fees after the promo deadline. Next applicable rate shall apply if participant fails to settle his/her fee within the five (5) working day period.
2. Cancellations seven (7) days before the seminar will not be honored. 30% of the total amount will be charged to your account if you fail to inform us of your cancellations before the seven-day deadline. Cancellations should be in writing and emailed or faxed to us. Seminar participation may be transferred to another person in the same company.
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RESERVING OFFICER'S DETAILS MR MS MRS DR PROF

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NOTE:

- * For more than 2 pax, kindly add more.
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- 4 delegates - Less P400 per delegate
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simultaneously. Call 813-2703/32 and look for Jenna or Kali or email inquiry@saltandlight.ph for more details.



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