

Reclaiming the Clock—*getting more of the right stuff done*

It's easy to get busy—email, interruptions, meetings, and clutter can keep us busy, distracted from what's really important, and discouraged. Without an intervention, “busy” becomes the excuse for ongoing missed deadlines, procrastination, needless rushing, and mistakes.

Reclaiming the Clock is an exciting new approach to getting beyond survival and excelling at getting the right stuff done. This proven model will show you how to free-up time for planning, improving systems, reconnecting with staff, and creative thinking. And for many graduates they also create exciting improvements in their use of personal time for family, relaxation, exercise, and fun!

Reclaiming the Clock is a proven formula for moving from chaos to clarity and from overload to on target with what matters the most to you.



Immediate Benefits

- Get more of what is important done.
- Spend less time on low value distractions.
- Have more time for creative work.
- Enjoy less stress and more success.

“This was probably one of the best workshops I have ever attended! I will use this material every day.” –
Canadian Home Builders Association

What you will Learn

- Discover the secret of keeping your ‘Boulders’ rolling.
- See how to avoid the Deadly Interruptis Disease.
- Learn why you need to move from “To Do” lists to Plan like a Pilot.
- Get eight ways to Jump Start your Day - in charge and in control.
- Plan tomorrow today and save time every day.
- How to adopt the 2 Minute Rule and quickly reduce distractions.
- Get 12 strategies for putting meetings on a diet.
- Put procrastination to rest by adopting the day-before-vacation mindset.
- Experience how clutter robs your attention and what to do about it.

The 30-Day follow-up Program

The following are optional benefits to add to your program:

- Personal Commitment forms returned in one month
- Four ‘e-tips’ with instant productivity tips
- Access to on-line resources
- Pre and post survey comparison study

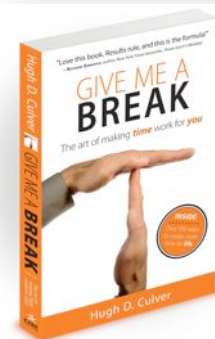
Hugh Culver MBA, CSP is the author of *Give Me a Break: the art of making time work for you*, master trainer, athlete, and a professional facilitator and speaker.

Hugh pioneered tourism flights to the South Pole, was a professional adventure guide for 18 years in British Columbia, Antarctica and the Yukon, whitewater kayaking competitor, mountain climber, endurance athlete and has even golfed at the North Pole!

Hugh’s remarkable training programs and keynote presentations combine street-smart advice with an engaging and often hilarious delivery style that reaches over 25,000 people each year.

His clients include: Royal Bank of Canada, Suncor Energy, BC Lottery Corporation, Imperial Oil, Sun-Rype Products, Food Services America, many provincial ministries, municipal governments and associations as well as four universities and colleges.

Hugh D. Culver MBA is a Certified Professional Speaker (one of only 40 in Canada) a Certified Facilitation Professional (one of 80 in Canada). Learn more about Hugh at www.HughCulver.com



Hugh’s new book “Give Me a Break” is a great addition to your delegate package. Contact info@hughculver.com

“Energizing, empowering and readily applicable.”

Elizabeth Heinz, Insurance Corporation of B.C.

“Your enthusiasm and humour was a hit and we hope to have you as a speaker again!”

Cheryl Eckert, Credit Union Central B.C.

“You left us all on a high and renewed sense of energy and vigor as we face our challenges ahead.”

Serge De lure, British Columbia Lottery Corporation

