

The **Kansas Small Business Development Center** is pleased to present...

THE 7 HABITS

for Small Business Owners
and Managers



FOCUS

Mastering Productivity
and Time Management



7 Habits for Small Business Owners and Managers

Unleash your true potential! This eye-opening, two-day seminar will change the way you conduct business. You'll gain the skills you need to lead your business to successful outcomes. You will learn to:

- Discover valuable, hidden resources;
- Spark initiative to create superb results;
- Increase personal and professional productivity;
- Improve time management through prioritizing and delegating;
- Develop teams that will perform at their best, every day; and
- Build relationships that rely on collaboration, feedback, and trust.

The 7 Habits workshop includes: a comprehensive participant guidebook, a management essentials handbook, an audio CD featuring Stephen R. Covey and paper and electronic versions of all workshop tools.

CRN 50757

June 23 & 25, 2009
Tuesday and Thursday
8:00 a.m. to 5:00 p.m.
Regnier Center, Room 145
Only \$395.00*

CRN 90778

October 27 & 29, 2009
Tuesday and Thursday
8:00 a.m. to 5:00 p.m.
Regnier Center, Room 145
Only \$395.00*

* Includes lunch and all workshop materials.

Continuing education credits may be available through Franklin Covey for accountants, health care professionals and others.

FOCUS: Mastering Productivity and Time Management

Achieve your highest priorities! This one-day workshop will inspire you to be a more effective owner or manager by learning to:

- Focus on tasks that really matter;
- Create and maintain passion in your work and personal life;
- Clarify purposeful goals and key tasks;
- Manage and organize the massive flow of information received daily;
- Utilize tools, like your Franklin Planner®, PDA, and Microsoft® Outlook®; and
- Reduce stress through increased productivity and improved time management skills.

The workshop includes: a FranklinCovey® planning system, technological best practices to manage information, an electronic goal setting process, a FranklinCovey® CD-Rom with interactive planning tools. All materials are designed to integrate with PDAs and other productivity tools such as Outlook software.

CRN 50758

July 15, 2009
Wednesday
8:00 a.m. to 4:30 p.m.
Regnier Center, Room 145
Only \$199.00*

CRN 90779

November 10, 2009
Tuesday
8:00 a.m. to 4:30 p.m.
Regnier Center, Room 145
Only \$199.00*

* Includes lunch and all workshop materials.

SIGN UP TODAY!



**Registration is required,
and seating is limited.**

For more information, call JCCC KSBDC at 913-469-3878
or go to www.jccc.edu/ksbdc.

- ▶ Call **913-469-2323** and refer to the CRN.
- ▶ Online at www.jccc.edu/ksbdc.

(Click on left side link, "Shop JCCC," then click "Strategy and Leadership Development.")