



Randy Dean
The "Totally Obsessed"
Time Management/
PDA / E-mail Guy

Randy is a full member of the **National Speakers Association**, and has delivered entertaining and informative speaking and training programs for an impressive list of organizations, including Procter & Gamble, Michigan State University, the Michigan Society of Association Executives (MSAE), Westinghouse Electric Company, University of Pittsburgh, Purdue University, Volvo Machinery Inc., the Graduate Management Admissions Council (GMAC), Ohio State University, the Michigan Association of Continuing Education & Training (MACET), the Institute of Management Accountants – Detroit (IMA), the University of Michigan HRD, and the American Society for Training & Development – Ann Arbor (ASTD).

Randy's objective in this program is to share in a fun and informative way several proven strategies for better managing time, being more productive, and getting more organized. He believes this program is perfect for any manager or professional that has too much to do and not enough time to do it, wants to find ways to save hours and minutes every day, and doesn't mind a chuckle now and then too!

In this program, you'll learn strategies for better managing your projects and tasks, and dealing with those dastardly interruptions. You'll also learn some key strategies for mitigating calendar overload and over-scheduling, how to save time in and related to meetings, in your daily interactions with people, and when handling e-mail and information overload. You'll also learn several cool PDA or planner tricks and strategies. You will even learn a way to shave some time (and a few strokes) off of your golf game (no kidding!! And who said this course wasn't truly valuable!)

This program is perfect as a keynote or breakout session for just about any group or association conference or meeting, and will provide much needed information on a topic that most of us struggle with: time management and personal organization. And Randy does it in an entertaining and often humorous way. You can find more information on Randy and his speaking, training, and consulting programs at <http://www.randalldean.com>. Call or e-mail today for more info on bringing Randy to your next conference or association meeting or corporate retreat!

RANDY DEAN'S

Finding an Extra Hour Every Day:

Time Management Tips and Tricks for Busy Managers & Leaders

Randy Dean, the "Totally Obsessed" Time Management/E-mail Guy, leads this informative and often humorous 50-90 minute program on finding an extra hour every day. Randy's goal is to help stressed out performers learn several new and immediately useful strategies for finding a few minutes here and there, leading to at least an extra hour of productivity every day.



**Randy delivering a recent program at
The Katz School of Business, U. Pittsburgh**



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