



## Getting It All Done in a Day—

# *Time Management for Business*

**Tuesday**  
**October 14, 2014**  
**1:30—4:00pm**

**The Elkin Center**  
**1461 N. Bridge Street**  
**Elkin, NC**

**Pre-registration for this  
FREE seminar is required.**  
**Please register online at  
[www.surry.edu/sbc](http://www.surry.edu/sbc) or call 336-386-3685.**

Trying to get everything done can be impossible in today's up-to-the-minute world.

What if you could set and meet your priorities, work more effectively with the people around you, dig out from under the paperwork and email avalanche, and move closer to a balanced life? Wouldn't that come close to getting it all done?

Join Mike Collins as he shows you how to:

- Find an extra hour a day
- Plan on purpose and plan with a purpose
- Deal with difficult people
- Set and track priorities
- Meet timelines and deadlines
- What to do in times of crisis and conflict
- Getting it done and go home on time



This event is co-sponsored by the  
Yadkin Valley Chamber of Commerce.  
Please visit their website at  
[www.yadkinvalley.org](http://www.yadkinvalley.org)  
to find out how the chamber can help  
your business grow!

