

# MASTERING TIME & ORGANIZATION

## INCREASING YOUR PERSONAL PRODUCTIVITY

### How You Will Benefit

- Less stress
- Identify & create solutions for time-wasters
- Setting realistic goals and objectives to get things done
- Plan your day to accomplish what is important
- Understand how technology affects your ability to accomplish your goals
- Identify where you are spending time wisely and how you are wasting time
- Reorder your activities to make the best use of your time and increase your productivity

### What You Will Cover

Organizing and prioritizing to get more done  
Getting out of crisis mode and focusing on what's important  
Mastering the planning process  
Using scheduling to stay on track

Managing your environment  
Dealing with interruptions  
Using technology efficiently  
Time tips to be more productive

### **Presenter - Gary MacDonald**

Brings 43 years of experience in non-profit leadership and is known for his ability to inspire and motivate clients to achieve excellence in their own work and enhance the performance of their organizations.

His clients include leaders in government, business and the non-profit sector. In the fundraising arena, he coaches non-profits and their leadership in achieving higher levels of quality connectedness with their partners (donors), generating real results.

Gary is Founding Partner at Clearview Consulting in Stirling, Ontario. Gary also serves as Allied Counsel with KMA Consultants in Toronto and is a Facilitator at Loyalist Training and Knowledge Centre in Belleville.

### **Date & Location & Cost**

**Friday November 4, 2016 / 9 am - 4 pm**

**BELLEVILLE**

**Seminar Room - SANS-SOUCI / 240 Front St (Back Entrance)**

***Hosted in Support of Volunteer & Information Quinte***

**\$65 for VIQ members / \$80 for non members**

**Lunch Included**

Registration fee is non-refundable and must be paid prior to, or on date of workshop  
Register By Friday October 21

Cheque payable to "Volunteer & Information Quinte"

Send Cheque - 121-199 Front St. Belleville, ON K8N 5H5

Phone: 613-969-8862 Fax: 613-969-2826

Email: Dianne Coyle at [info@viq.ca](mailto:info@viq.ca)

[www.viq.ca](http://www.viq.ca)

## WHO IS IT FOR?

- Executive Directors
- Board Members
- Development Staff
- Emerging Leaders
- Volunteers

## CHARITIES INCLUDE

- National Charities
- Small Local Charities
- Camps
- Hospital Foundations
- Faith Based Groups
- Churches
- Private Schools
- Health Networks
- College & University

## OTHER SERVICES BY CLEARVIEW

- Fundraising
- Leadership Development
- Personal Coaching
- Board Development
- Capital Campaign
- Human Resources

**You're Doing Good!  
We can help you do better.**

## Questions?

Contact Gary MacDonald  
Clearview Consulting  
1.888.494.1027 Ext 3

[gmacdonald@clearviewcc.ca](mailto:gmacdonald@clearviewcc.ca)  
[www.clearviewcc.ca](http://www.clearviewcc.ca)





VOLUNTEER & INFORMATION CENTRE  
OF HASTINGS AND PRINCE EDWARD COUNTIES

## *Mastering Time & Organization Workshop*

*Facilitator: Gary MacDonald, Clearview Consulting*

Friday, November 4, 2016

9 am-4 pm

Seminar Room, Sans Souci

240 Front St. Belleville (Back Entrance)

Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

|       |            |      |
|-------|------------|------|
| Rate: | VIQ member | \$65 |
|       | Non-profit | \$80 |

Please invoice to: \_\_\_\_\_  
(contact name)

Cheque included (please address to VIQ)

Please return registration to VIQ by Friday, October 21, 2016

***\*\*registration fee is non-refundable***

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