

# FOCUS: Achieving Your Highest Priorities



Learn how to stay focused on the big picture and achieve your personal and professional goals.

It's not the people who simply get things done who move their organizations forward. It's the people who never lose sight of the big picture and who know how to focus on their most important goals. In one day, this powerful workshop will help you learn how to:

- Identify and focus on your top priorities
- Get more of the right things done in less time
- Set guiding goals
- Manage information better
- Overcome procrastination
- Renew your enthusiasm
- Energize and control your days

At the *FOCUS: Achieving Your Highest Priorities* workshop you'll receive your own Franklin Planner. Simple to learn, flexible, and proven to work, this planner helps you determine how to spend your time and energy, and successfully balance all the demands in your life – personal and professional.

Date: Friday, January 9, 2009

Time: 8:00am - 5:00pm

Cost: \$369 (Education); \$399 (Business)

Location: Donald L. Houston Building  
Texas A&M Research Park

Facilitator: Jan Richards  
FranklinCovey Certified  
979-845-4370

Credit: 10 Prof. Dev. Hours = 1 CEU

**REGISTER BY January 5, 2009!**

<http://capso.tamu.edu/all-programs/franklincovey/focus>

Lunch will be provided, along with morning and afternoon refreshments.