

MINUTES COUNT! LLC

IN YOUR DAYS, AND IN YOUR PRESENTATIONS

A Quick Note To Meeting Planners

- Attached are 6 pages to help you “make your minutes count” when considering my “Managing Yourself” keynote, breakout, and/or training presentation.
- Many meeting planners like the title “Get Your Ducks in A Row!” (This is also the name of my book).
- Other good titles, however, are:
 - “The Power of Making Your Minutes Count.”
 - “How to Better Manage Your #1 Priority – Yourself.”
 - “Making Your Minutes Count in the ____ Business.”
- No matter what title you prefer, I’m happy to help you count on a meaningful, engaging presentation that 1) helps your audience, and 2) fits your meeting theme.



—Chuc Barnes

For more information, contact MinutesCount! at

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How many times have you heard your people say,
"I seem to be losing control, I'm racing just to keep up,"
or, "I need more hours in my day."?



Here's a keynote presentation or workshop that helps your people:

Get Your Ducks In A Row!

A thought-provoking, personally valuable message for professionals who want more effective use of their time and a sense of direction in their days.



Chuc Barnes,
author of the book,
Get Your Ducks In A Row!
crafts its message
into a personalized
speech or training
for your group.

What executives like about this presentation:

- 1) **Knowledge** – You learn what you need to know to better manage your #1 priority — *yourself!*
- 2) **Skills** – You identify and develop certain skills critical to your success as a Self-Manager.
- 3) **Confidence** – You boost your confidence for simplifying days and taking care of key priorities.

The speech zeros in on four core areas:

- 1) **Direction** – Know where you're going, personally and professionally.
- 2) **Game plan** – Create and follow a specific blueprint for success.
- 3) **System** – Know how to prioritize quickly, easily, and effectively.
- 4) **Benchmarks** – Set checkpoints to stay on track and avoid tangents.

Your people will walk away with ideas they can implement for more:

- 1) **Focus** - on key priorities: today, tomorrow, next week, next month
- 2) **Control** - over schedule changes, e-mail, voice mail, and paper
- 3) **Order** - in their work area, team interactions, and daily activities
- 4) **Balance** - between personal and professional priorities

Meeting planners like the results:

"The standing ovation was impressive, but — even more impressive — is that people say they now can manage themselves better. Thank you."

—Kathy Small, Mind Power, Inc.

"This presentation hit the mark. Our attendees continue to make positive comments about the technical content and the way it helps them 'Get Their Ducks in A Row.'"

—Richard Falk, Wheelabrator Corporation

About Chuc Barnes

He has worked with over 50,000 executives on Self Management skills and spoken for executives in over 1,000 companies. His *Get Your Ducks in A Row* message has been well received by executives across the country.

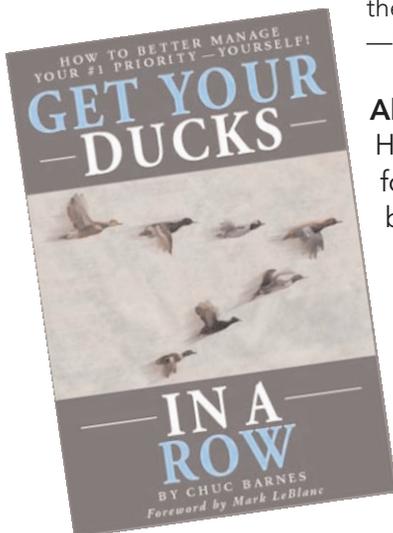
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IN YOUR DAYS, AND IN YOUR PRESENTATIONS



A Sample of Chuc's Program

"Get Your Ducks In A Row"

(How To Better Manage Your #1 Priority: Yourself)

This is a discussion document.

Presentation can be 40 minutes to 2 days.

Final Focus and Outcomes to be determined by length of program.

Title can be changed to your specific meeting needs.

DUCK #1 — Be adaptable and willing to change

(Two segments)

There are more changes in business today than at any time before. In this segment you examine:

Whats going on in today's workplace

- The advent of long distance relationships and virtual teams

- The array of changes in communications

- The need for true self-management

Everyone has strengths and weaknesses. In today's fast-changing business climate, you need self-management skills for today and tomorrow so in this segment, you'll examine:

- Your strengths and possible trouble spots

- What blind spots cost in time, energy, imagination, and money

- How habit traps get in the way

- What changes are you willing to make in yourself and how you work?

DUCK #2 — Know what matters most to you

(One segment)

Each day you place your bets on your time, energy, money, and creativity. In this segment, you'll consider:

- Are you doing what you really want to do?

- Are you getting what you really want?

- Are you thinking about you or hoping someone else will change?

- Why specific plans and priorities are important

DUCK #3 — Know where you're going

(One segment)

To seize opportunities, especially when under pressure, it's important to know what's important to you.

In this segment, you'll look at:

- Your deepest priorities

- A method for spelling out priorities so they are clear as a bell

- A way to prioritize quickly, easily, and on the run

- A way to set up plans so you can seize priority opportunities

DUCK #4 — Chunk your dreams into steps

(Three segments)

To accomplish goals in today's fast-paced business environment, it's essential to schedule your priorities. In this segment, you'll learn:

- How to chunk key tasks into days, weeks, months, and years

- How to identify and stay away from trouble spots

- How to anticipate and build margin for what's likely to happen

- How important it is to solicit help (true delegation)

A Sample of Chuc's Program

"Get Your Ducks In A Row"

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Many of today's last minute changes occur when you're managing on the move. In this segment you'll learn:

- Why it's important to use an organizing tool that serves you
- Suggestions and criteria for the best type of organizing tools
- How to set up and use an organizer (paper and /or electronic)
- How to update, maintain, and groom the system you choose

When handling interruptions and last minute changes, the most pressing need is a clear head. In this segment, you'll learn:

- How to set up a functional work area (on the job and at home)
- How to systemize papers so they can be retrieved when necessary
- How to clear up what you've already got
- How to maintain files so you can find them

DUCK #5 — Understand the power of exceptional teamwork

(Two segments)

No one accomplishes anything great alone. In this segment, you'll learn:

- The importance of teamwork (teammates, associates, vendors, customers)
- The importance of team goals (helping each other succeed)
- The importance of being congruent (company, self, co-workers, teams)
- The importance of having a workable communication and meeting plan

Team conversations often have multiple messages, many of which get misunderstood. By the end of this segment, you'll:

- Be aware of the rudiments of effective team communication
- Recognize style differences and know how to adjust for clarity
- See how to ask questions that give you optimum information
- Learn to keep yourself on track and on message

DUCK #6 — Set up the best communication systems possible

(Three segments)

Since more than half the work day is involved in communicating, it's important to have the best systems and methods possible. In this segment you'll:

- Examine new technologies (voicemail, e-mail, teleconferencing, etc)
- Analyze communication ideas for anticipating needs, your and theirs
- Analyze ways to use group calendars to save time and update schedules
- Learn how to streamline communications with off-site people in other time zones

Meetings are essential for effective teams. To be certain your meetings are helpful and clear, it's vital to:

- Understand the importance of meeting location and setup
- Be aware of effective meeting methods and procedures
- Prepare a simple, workable agenda and overall plan
- Know how to track results and who's doing what

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When you're in front of a group, your audience requires attention. In this segment you'll learn:

- How to assess your audience and their needs
- How to deal with attendees who look anxious and upset
- How to apply the principles of meeting "dynamics"
- How to interject humor to help the audience relax

DUCK #7 — Keep track of where you are

(Two segments)

To reach your destination, it's imperative to know where you are at any moment. By the end of this segment, you'll have:

- Set up a plan for the week, month, year
- Set up a program and self-renewal and self motivation
- Developed benchmarks for personal and professional success
- Set up a self-diagnostic system for measuring progress

Complex projects have multiple steps, many of which get overlooked. In this segment you'll learn:

- The basics of effective project management
- How to easily plan and schedule so that all project steps are considered
- What to do with inherited projects and projects that change
- How to track project steps and know when to meet for updates and clarity

ALL DUCKS — Renew and affirm

(Two segments)

When your associates, vendors, and customers are anxious and upset, you need to be at your best - calm, confident, and in control of yourself. In this segment, you'll learn:

- Why it's important to find humor and ways to laugh
- Ways to chunk in some "self" time
- Ways to enhance creativity
- How to renew your energy in body, mind, and spirit

When you're a self-manager, there's no one around to say "Good job!" and to keep your motivation high. In this segment, you'll examine:

- A simple way to reward yourself
- A simple way to say "thanks"
- Why it's important to recognize your successes regularly
- Why it's essential to thank and appreciate your team

10 Reasons to “Book” Chuc

1. Rich content

Each keynote or training presentation is loaded with specific, do-able strategies, ideas, and suggestions wrapped up with stories, examples, anecdotes, or metaphors to help audience members relate and remember.

2. Up to date material

Chuc stays up to date with latest challenges by coaching individual clients where he sees first hand what actually works in today’s business environment. He also gathers ideas from the latest books and blogs.

3. No canned stuff

Chuc partners with you and customizes his material to help your specific audience. No two presentations are exactly alike.

4. Customized and personal

Chuc researches and explores the special needs and issues facing each group he works with before he crafts his customized presentation. Thus, you can count on your group being educated and entertained while also achieving your broader objectives.

5. Results driven

Chuc makes sure each member of the audience leaves with action steps they can implement within 24 hours. He almost always sticks around after speaking to make certain that audience members get answers to any questions they have about their personal situation.

6. Entertaining

Chuc has been delivering presentations for over 20 years. He knows that audience members love humor, stories, metaphors, and anecdotes that help them understand new ideas and concepts.

7. Engaging

Chuc doesn’t use a lectern or podium. He stays directly in front of the audience – and often walks into the audience – to engage audience members and involve them actively -- sometimes playfully, but always with a serious purpose.

8. Empathetic

Most speakers who talk about Chuc’s topics have never been involved in the day-to-day challenges audience members face. Chuc sees daily challenges and develops the practical, real-world solutions he speaks about by coaching individual client on a regular basis.

9. Expertise

Chuc not only wrote the books, “Get Your Ducks in A Row (How to Better Manage Your #1 Priority – Yourself)” and “Capture the Moment,” the National Speakers Association awarded him a CSP designation (Certified Speaking Professional) Only 400 of the 5,000 members of the Global Speakers Federation have been awarded this designation.

10. Easy to work with

Since he is a “minutes count” specialist, you can count on the fact that Chuc arrives early to help you have a successful program. In advance of your program, he willingly solicits names of probable audience members so he can contact them in advance to gather examples of real world problems (and stories) they encounter. He then uses that information to make “minutes count” for your group.

Testimonials

"Chuc's presentation for the National Speakers Association Academy was right on point. Speaking to speakers is no easy assignment and he was the right speaker for this tough audience. Chuc is a true professional and a speaker's speaker, and the insights and strategies shared about making effective presentations will never be forgotten. A great job!

— **Mark LeBlanc, National Speakers Association, 2007-2008 President**

"Chuc is a highlight for each of our conferences where he always gets a standing ovation for his "Get Your Ducks in A Row!" presentation, and our audiences rave about the skills they learn in his 90-minute "Capture the Moment" presentation."

— **Kathy Small, Mind Power, Inc., Las Vegas, NV**

"Before adopting the ideas Chuc Barnes showed me, I managed to survive somehow. Now, I can comfortably handle my activities with the confidence that enables me to concentrate on the task at hand. That gift is invaluable."

— **Rob Richardson, Santa Ana City Council Member, Santa Ana, CA**

"Chuc Barnes delivered exactly what he promised. He explored our needs thoroughly, customized the program to meet our organizational needs; used an instructor-led and participant-centered interactive approach that resulted in knowledge retention and application; and he created a learning environment in which everyone laughed and had a lot of fun."

— **Debra Sweeten Child Health Investment Company, Shawnee Mission, KS**

"Chuc worked with audiences from all four of our offices to help them with time management skills and presentation skills. His preparation, presentations and energy were contagious, positive and fun; and his message and help were invaluable on the job and in our every day lives."

— **Hiliary Bower Administrative Office of Pennsylvania Courts, Mechanicsburg, PA**

"It is an honor and a pleasure to comment on the exceptional abilities of Mr. Chuc Barnes as a speaker and a gentleman. We selected him as the only outside speaker we will use for work with our current and future managers from 97 countries. Chuc's grasp of the topics and his ability to present with authority, wisdom, humor, and personal understanding make him the top choice for us."

— **Norman Wallace, ABS Consulting, Houston, TX**

"It is with a sense of gratitude that I seize this opportunity to boast about Mr. Chuc Barnes. Believe me when I say that we are witness to a myriad of different personal and professional personality and teaching styles. Without either reservation or hesitation, I place Chuc above all others when it comes to our audience's acceptance of him as someone who is committed to doing the best job possible. He is passionate about delivering precise information that will meet our personal and professional needs."

— **LeRoy Taylor, SpawMaxwell Company, Houston, TX**

"Just wanted you to know what a pleasure it has been to deal with Chuc Barnes all these years. From our first training session together back in 1998 through all the other training since, it has always been a good experience and our people always walk away with the feeling that their time was well spent in a great learning experience. In fact, our people always mention Chuc's name whenever the topic of training comes up."

— **Patricia A. Pucci, McGettigan Partners, Philadelphia, PA**