

TITLE: "WRITE YOURSELF A NOTE"

Proven steps to be happier and get things done



TIME: ONE HOUR TO TWO HOURS

GENERAL OBJECTIVES:

LEARN THE IMPORTANCE OF WRITING THINGS DOWN
HOW TO IMPROVE MENTAL PROGRAMMING
UNDERSTAND THE TECHNIQUES OF GOAL SETTING
SHOW THE VALUE OF MENTAL NOTES TO OTHERS
LEARN BRAINSTORMING TO HELP PROBLEM SOLVING
"WRITE YOURSELF A NOTE" IS A METAPHOR FOR LIFE

SPECIFIC CONCEPTS COVERED:

- 1. The power of the written word.*
- 2. Why lists are critical.*
- 3. How to prioritize your "to do" list.*
- 4. The value of journals.*
- 5. Tips to improve brainstorming and creativity.*
- 6. Understanding positive programming.*
- 7. The importance of good associations.*
- 8. Techniques of effective goal setting.*
- 9. The impact of mental and written notes to others.*
- 10. How paper and mental "note writing" helps you be happier and get more done.*

This program is accompanied with PowerPoint, which will aid in retention of the concepts presented. A handout of much of the quotable information is available if requested. This will assist in reinforcing the material after the presentation. The "take home" value is enhanced with this handout.

This program is laced with humor to reinforce the motivation and inspiration of what it takes to survive in the real world. It has been used for professional training and hours of educational credit in many other organizations and associations.