



Get Control![®] University

*A Virtual, Time Management Learning Center
That Saves Every Professional **15 Days a Year***

3

Best Selling
Books

10

Years
of Success

15

Days Saved
per
Participant

20%

of the
F500
are Clients

98%

Recommend
us to all
Colleagues

300

Media
Interviews
Including: GMA, CNN,
CNBC, NPR, and The
Wall Street Journal

A Completely New Approach to Time Management!

Struggling to focus in a world overloaded with non-stop email, meetings, constant interruptions, and surprise tasks? *Get Control!* University delivers amazing time management tools and tips that help you organize, prioritize, and get more done. Participants save 15 days a year while boosting their productivity by 15%.

Replace fluffy, expensive, all-day time management classes with a complete, one-stop solution that offers compact, relevant, **tech-driven** courses. *Get Control!* University wraps around your entire day by targeting the most time consuming tasks and technologies – providing one “aha” moment after another.

E-Learning | Webinar | Platinum Support

Unlimited Access/Attendance: Train everybody, everywhere 24-7 for one low flat rate. Our revolutionary eModules, webinars, and live sessions have no caps, restrictions, or extras fees.

Multiple Formats: Participants choose what works best for them – driving higher usage and better results. Install ground-breaking *Get Control!* eModules on your LMS **and also** receive registration links to 40 *Get Control!* Webinars. We package high impact “Wow!” insights into short, powerful 30-60-90 minute sessions.

Platinum Support: Implementation made easy with your own internal marketing program, ROI measurement tool, sustainability program, and ongoing utilization assistance.

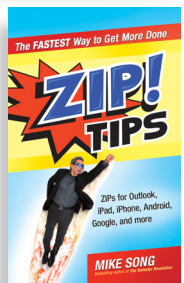
**Contact Your *Get Control!*[®]
Productivity Expert at**
888-340-3598 or by email
at info@getcontrol.net
www.getcontrol.net

Get Control!® University

The Get Control! University Story

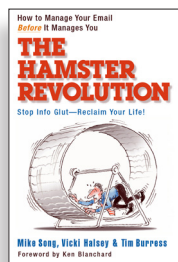


Ten years ago Mike Song was working at a Fortune 500 company and feeling overwhelmed by the volume and quality of email and meetings. He also was struggling to organize all his digital information so that he could find things fast and get more done. He felt like he was running in place – like a hamster on a wheel.



The corporate university where Mike worked offered lots of long, deep-dive courses – for example, an all day time management seminar. Mike tried these courses and found many of the tips – like getting his inbox to zero – did not work for him.

Mike decided to invent his own university to help him get control of his most challenging productivity pain points. By asking a simple question – What technology and tasks take up most of my time? -- he arrived at a powerful set of targeted best practices that had an immediate and huge impact on his performance.



Mike sorted the concepts into short, high-impact classes focused on the most time consuming tasks (email, meetings, etc.) and technology (Microsoft, Apple, Google).

Get Control! University was born. Within weeks, Mike received an order to train 10,000 people at Capital One and the rest is history.

Mike has since become a sought-after expert, interviewed by The Wall Street Journal, CNBC, CNN, NPR, Good Morning America, USA Today, and Fox News. In addition to *Zip! Tips: The Fastest Way to Get More Done*, he's the lead author of the best-selling email effectiveness book, *The Hamster Revolution*, which has sold over 150,000 copies in 12 languages.

For More Info: (888) 340-3598 or info@getcontrol.net

LINKS:

• [Nissan Gets Control of Email](#)

• [30 Rave Reviews From Extremely Happy Clients](#)

• [CEO, Mike Song, on CNN](#)

Course Descriptions

Webinar, Live, Keynote, and E-Learning Formats Available

Get Control! of Email: Cut email time by 20%. Reduce inbox clutter, prioritize tasks, and write clear, concise, and actionable messages.

Get Control! of Meetings: Cut meeting time by 30%. Run on time, on track, and results-driven live and virtual meetings.

Get Control! Get Organized: Discover an easy, new system for organizing everything! This class helps you file, find, and organize your email, documents, folders, and links like a pro!

Leadership Thru Technology: Discover powerful strategies that help leaders maximize team performance and unity in a tech driven, increasingly virtual world.

Get Control! of Time Management: A fun, fast, and extremely practical class in which participants discover creative new ways to focus on top goals, avoid wasting time, and get more done.

Get Control! of Presentation Skills: An interactive class in which participants discover amazing PowerPoint® tech tips and creative new ways to deliver highly effective public presentations.

Get Control! of Outlook®, Gmail®, or Lotus®: Packed with the most useful and surprising tips. Learn email, calendar, task, and shortcut tricks that save tons of time.

Get Control! of iPad®/iPhone® or BlackBerry®: Discover exciting new performance-enhancing shortcuts, features, setting changes, apps, and navigation tips.

Zip! Tips: The Fastest Way to Get More Done: Countdown the top 20 greatest tech tips of all time. Discover how to train your technology robots to help everyone get more done.

Run Amazing Webinars: Designed for anyone who wants to improve his or her virtual meeting skills. Discover the secret to glitch-free webinars and learn simple techniques to keep participants focused and engaged.

Get Control! of OneNote®: Explore Microsoft's most useful, yet unknown tool for organizing project and meeting information.

Get Control! of SharePoint®: This short and powerful new course delivers a different approach to organizing information on SharePoint. It develops stunning new SharePoint skills that help everyone get organized.

NEW

Get Control! of Lync®: Most professionals either over-use or under-use their Instant Messaging tool. This class makes it easy to rapidly learn the best, most useful features of Lync.

NEW

Get Control! of Search: Struggling with lost or hard-to-find information? Explore amazing Google, Bing, Windows, Outlook, and Gmail search techniques that help you find things twice as fast.

NEW

Get Control! of Windows 8®: Are you frustrated with Windows 8? This class makes it easy to rapidly learn Windows 8 in order to maximize performance and minimize stress.