Get Control!®
University

A Time Management Learning Center
That Saves Every Profesional
15 Days a Year

3	Best Selling **Books**
12	**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 and meetings, constant interruptions, and surprise tasks? Get Control! University delivers amazing time management tools and techniques that help you organize, prioritize, and get more done. Participants save 15 days or more a year while boosting their productivity by 15%.

Design Excellence – Unlimited Access – Complete Support

Design Excellence: Over a decade of research and expertise has led to the most effective time management classes ever! Replace fluffy, expensive, all-day time management courses with a complete, one-stop solution that offers compact, relevant, **tech-driven** learning – designed to drive extreme adoption and retention.

Unlimited Access/Attendance: Train everybody, everywhere 24-7 for one low flat rate. Our revolutionary e-learning, webinars, micro-videos, and live sessions have no caps, restrictions, or extras fees. Participants choose what works best for them– driving higher usage and better results.

Complete 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**
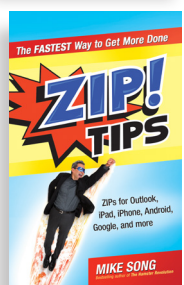
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The *Get Control!* Story

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:

FREE Time Management: You're Doing it Wrong! Ebook

Rave Reviews From Happy Clients:

CEO, Mike Song, on TV:

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

CLASS DESCRIPTIONS

***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®:** 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.

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

***Get Control!* of SharePoint® or Shared Drive Sites:** 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.

***Get Control!* of Skype for Business®:** 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.

***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 Office 365®:**
Is Microsoft Office 365 difficult to adopt? You're not alone! In this class you'll discover powerful Office 365, OneDrive and Windows 10 strategies that help you understand, organize, navigate, and manage your digital world.

NEW ***Get Control!* of Virtual Meetings:** Discover how to run polished, professional, and highly engaging remote meetings. This class is packed with helpful presentation tools, strategies, and tips.