



Get Control![®] University

*A Time Management Learning Center
That Saves Every Professional
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 Productivity!

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 tips 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 eModules, 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.

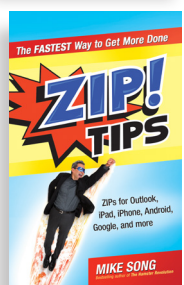
Contact Your *Get Control!*[®] Productivity Expert at 888-340-3598 or by email at info@getcontrol.net | www.getcontrol.net

Get Control!® University

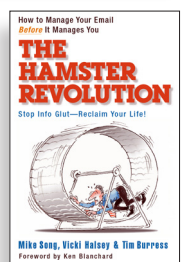
The Get Control! Story



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](#)

COURSE DESCRIPTIONS

In-Person, Webinar, Keynote, E-Learning, and Micro-Video, Formats Available

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

Get Control! of Meetings: Run on-time, on track, results driven live meetings. Meet less, save time and get more done.

Get Control! Get Organized: Discover a new way to organize and prioritize digital information. This class helps you file, find, and manage your email, documents, folders, and links like a pro!

Get Control! of Leadership: Discover powerful strategies that help leaders maximize team performance and improve communication in a tech driven, increasingly virtual world.

Get Control! of Time Management: Participants learn how to prioritize, develop and achieve big goals, create extremely useful lists, avoid procrastination, and leverage technology to accomplish more every day.

Get Control! of Presentation Skills: Discover presentation secrets that help you overcome nerves and engage every audience. Boost your impact while learning exciting new PowerPoint tips.

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.

Get Control! of OneNote®: Discover Microsoft's incredible note-taking tool. OneNote can help you organize and share meeting notes, project info and much more.

Get Control! of SharePoint® or Shared Drive Sites: Discover exciting, new ways to organize shared information. Learn new shortcuts, hidden team strategies, and more.

Get Control! of Skype for Business®: Learn how to schedule, record, and run amazing meetings using Skype for Business.

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.

Get Control! of Windows 10, OneDrive & Office 365®: Discover powerful Office 365, OneDrive, and Windows 10 strategies that help you understand, organize, navigate, and manage your digital world.

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.

NEW **Get Control! of Excel®:** Discover the 5 best features of Excel that most users miss. Discover shortcuts that help you filter, sort, manage, chart, and calculate with ease.