

2018

gtd[®]

Getting Things Done[®]

Skills to Achieve Stress-Free Productivity

Register online at www.kchealthcareers.com. You must be an employee of a hospital in the Kansas City metropolitan area to participate in this program. Questions? Contact Kathy Nadlman at nadlmankathy@gmail.com or 913/681-5525.

Registration fee: \$169
If you register and cannot attend, you may send someone in your place. Lunch is provided.

Upcoming Workshop
8:30 a.m. – 4:30 p.m.

Aug. 23
North Kansas City Hospital

Dec. 7
Saint Luke's Health System
Corporate Office, Kansas
City, Mo.



Change the Way You Engage with Work and Life

Getting Things Done[®] (GTD[®]) training teaches individuals how to increase focus on the most meaningful work, organize information, prioritize commitments, create mental space for innovation, and achieve stress-free productivity. It's productivity with purpose, or in other words, getting more of the right stuff done.

Focus on What Really Matters

Research shows that mental clutter, or information overload, has significant negative effects on our productivity, relationships, happiness and overall quality of life. It's the stuff that keeps us up at night, reduces our focus on what's important, and prohibits us from making progress on what really matters.

Participants will receive:

- Participant Toolkit
- GTD Road Map
- GTD Model Card
- GTD Mat
- Mind Sweep Cards
- "Getting Things Done," The **New York Times** bestselling book

Who Needs Getting Things Done[®] Training?

Getting Things Done[®] training is for anyone that wants to create major results through strategic, small-scale action. Enroll in this workshop to learn how stress-free productivity skills translate into higher reliability and performance.

"Small things done consistently in strategic places produce major impact."

- David Allen

CEUs are available through IACET and CA Board of Registered Nursing.

Sponsored
by the Kansas City
Metropolitan
Healthcare Council

For more information, contact Kathy Nadlman at nadlmankathy@gmail.com.