

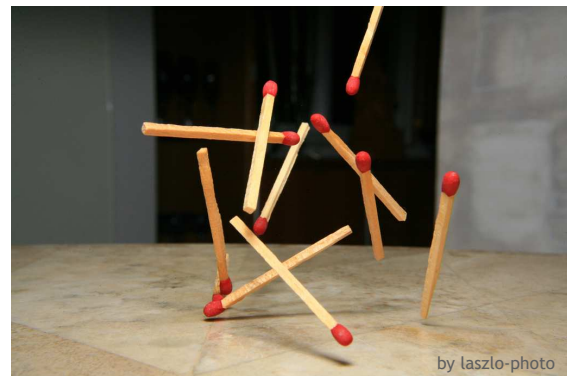
# 高效達人特訓班

日理萬機不再是神話，在風暴中提升工作與生活的成功秘技



你是否希望

- 令自己更有成就？
- 更有效地掌握自己的每一天？
- 好好地管理你的生活？
- 更有效地處理突發的事件？
- 將困擾你思緒的大小事項放低？
- 在低迷的局勢中，提升的競爭優勢？



by laszlo-photo

**立即報名**，因為你擁有**進取**的心，要能更有效地**掌控**你的生活，要能**成就**更大更多。  
這個工作坊為你開啓成功的大門。

對很多人來說，管理日常生活最大的問題並非缺乏計劃，而是沒有一套可靠的方流來處理計劃中或計劃之外的事項。



**用一天促成  
個人生產力的  
突破**

你將會了解及學習到：

- 拖低你生產力的各種負荷
- 令你不能突破生產力和掌控生活的「破壞性信念」
- 如何粉碎破壞性信念和建立進取的「生產力信念」
- 提升生產力的技巧－聚焦、充電及借力
- 有效地處理日常所接收到的事項及任務的簡單方法
- 能令你生活得更自在、自信及進取的處事習慣



將個人的生產力提升 50%

by seanmcgrath

這個工作坊能幫助你

- 建立簡單的生活習慣，令你更有效率
- 跳出要不停反覆訂立工作優次及處理突發事件的困擾與焦慮
- 真正開始掌握自己的生活，活得更自在、自信及進取

## 導師

雋博管理顧問有限公司執行董事  
李祥麟先生

李先生為資深顧問，致力協助行政及管理人員提升個人生產力。多達三千位管理人員曾參加他所主持的培訓及工作坊。

李先生善於營造生活化、互動及充滿實例的培訓體驗，來創造有效及對個人影響深遠的工作坊。

曾協助的客戶包括：

中華電力、新興光學集團、Bossini、周生生、合興集團、吉野家、李錦記、港鐵、宏利保險、聖雅各福群會、香港耆康老人福利會、香港賽馬會

## 詳情

日期及時間：2009年1月17日（星期六）  
9:00am - 12:30pm 及  
2:00pm - 5:30pm

地點：銅鑼灣富豪香港酒店

語言：以廣東話講授，輔以中、英文培訓手冊

費用：每位HK\$1,800，包括行政午餐  
(2009年1月2日前報名每位HK\$1,400)

截止報名日期：2009年1月9日

查詢方法：

電郵：[training@highimpact.com.hk](mailto:training@highimpact.com.hk)  
電話：2234-0383

如欲我們為貴公司  
提供內部培訓，請  
致電與我們聯絡

## 報名表格

姓名：\_\_\_\_\_

職位：\_\_\_\_\_

電話：\_\_\_\_\_

地址：\_\_\_\_\_

公司：\_\_\_\_\_

電郵：\_\_\_\_\_

請以劃線支票（抬頭為「雋博管理顧問有限公司」）將培訓費用，連同已填妥的表格，寄到：  
香港北角英皇道89號 桂洪集團中心 2304室 雋博管理顧問有限公司

# Simply Productive Training Workshop

Boost your productivity. Achieve Work and Life Success  
...Especially in Turbulent Times



DO YOU WANT TO:

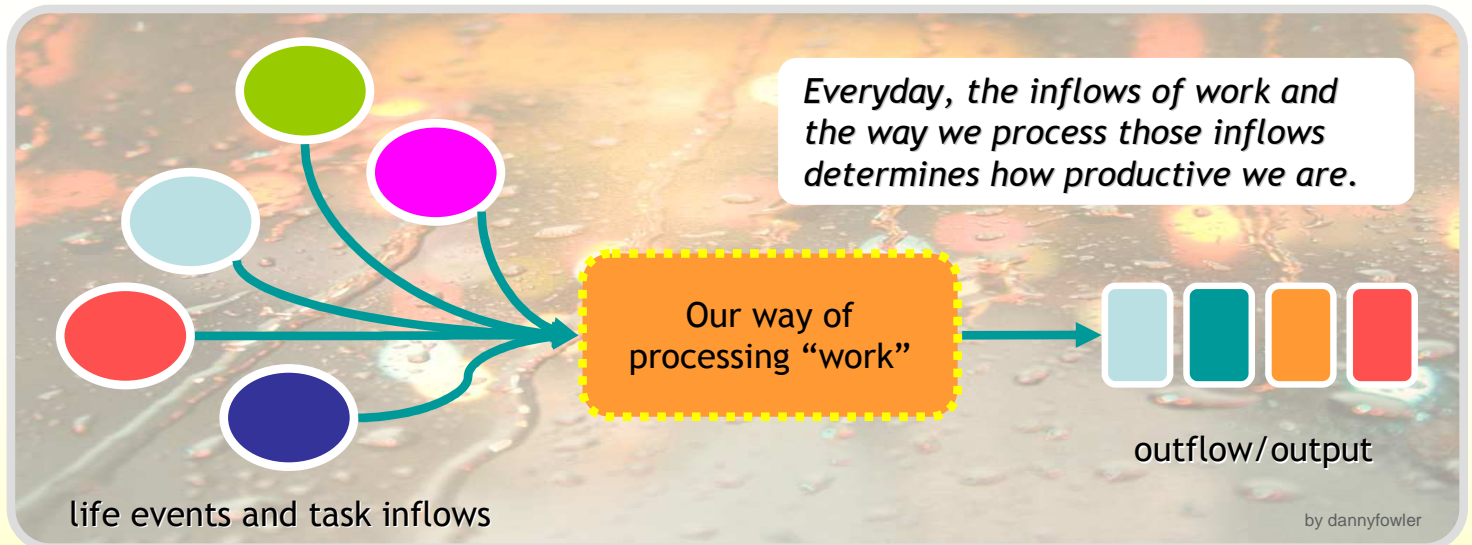
- achieve more?
- see your daily routines with higher clarity?
- get more control over your life?
- handle interruptions and sudden events more effectively?
- get rid of all those loose ends in your minds?
- maintain your edge in turbulent times?



by laszlo-photo

**Register NOW** because you are **progressive**, because you want to take **more control** of your life and become **more productive**.

*To most people, the problem of managing their daily lives is not the lack of planning, but lack of a reliable way to deal with and respond to those planned and unplanned events.*



*Everyday, the inflows of work and the way we process those inflows determines how productive we are.*

Our way of processing "work"

outflow/output

by dannyfowler

**achieve  
personal  
productivity  
breakthrough  
in one day!**

You will learn:

- The **daily "drags"** that keep you from being productive
- The common **destructive beliefs** that prevent you from being productive and taking control of your life
- How to smash the destructive beliefs and build the **productive beliefs**
- The techniques of maximizing productivity - **focus**, **energize**, and **leverage**
- A **simple process** of effectively organizing and processing your daily task-flow
- The **habit** to sustain a life of clarity, confidence, and achievements





*Boost your productivity  
by more than 50%*

by seanmcgrath

After completing this workshop, you will

- Develop the simple habits to structure your daily tasks-flow effectively
- Get rid of infinite cycle of worries and confusions caused by juggling priorities and interruptions
- Really start taking control of your life with clarity, confidence, and achievements

### Your Trainer

Mr Catus Lee, Executive Director of High Impact Management Consulting Limited.

Mr Lee has rich experience working with managers and executives on productivity enhancement. More than 3,000 have attended his seminars and workshops.

By immersing the participants in a lively, interactive, and example-rich learning environment, he creates memorable workshops of lasting impact.

Clients served include:

CLP, Sun Hing Vision Group, Bossini, Chow Sang Sang, Hop Hing Holdings, Lee Kum Kee Group, Yoshinoya Fast Food (HK), MTR, Manulife, St James Settlement, The Hong Kong Society for the Aged, Hong Kong Jockey Club.

### Details

Date & Time: 9:00am - 12:30pm &  
2:00pm - 5:00pm,  
January 17, 2009. (Saturday)

Venue: Regal Hong Kong Hotel  
Causeway Bay, Hong Kong

Language: Cantonese (handbook in English and Chinese)

Workshop fee: HK\$1,800 per person  
Executive lunch Included  
(HK\$1,400 per person if you  
register on or before  
January 2, 2009)

Registration Deadline: January 9, 2009.

For enquiries:  
email: [training@highimpact.com.hk](mailto:training@highimpact.com.hk)  
tel: 2234-0383

*In-house option  
available  
Call us to learn more*

### **Registration**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Please send your registration form with a crossed cheque payable to "High Impact Management Consulting Limited" to:  
Room 2304, Kwai Hung Holdings Centre, 89 King's Road, North Point, Hong Kong.