



## Meeting Magic!

*How to get more results from your meetings in half the time.*

A brief, (we kind of felt it *had* to be, given the topic...) look at some **amazing** tools to improve the productivity of all your meetings. (approx. 3 hours) We'll give you an **agenda** tool that will make an *immediate* difference in how your meetings feel and produce. We'll show you how to start *on time*, whether everybody's present or *not!* (And how to *get* them there on TIME *more often!*) We'll give you some fantastic tools to keep your meetings from *getting off the subject*, and more. You'll be able to immediately improve the feel, AND the productivity of every meeting!

### DISCOVER:

- The true cost of your meetings
- The real value of more effective meetings
- 10 **Quick Start** tips for better meetings
- An agenda template that can make an **immediate** difference (*I promise you, this one item is worth the investment!*)
- How to brainstorm for **results**
- And much more...
- Plus, participants will actually **develop** and **facilitate** a meeting during the session, utilizing many of the tools and tips discovered in the session.

*Do you ever have meetings where the participants are tired, bored, and don't even want to be there? Show them how you can accomplish what you need and get them out of there quickly, with their participation. **They WILL appreciate it!** And they'll be more likely to help you get the results you need from your meeting.*

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