



**Monday, May 7, 2018**

9:30 am Registration  
10:00 am Conference  
12 noon Lunch on site  
1:00 pm Conference  
6:00 pm Dinner on Site

**Tuesday, May 8, 2018**

8:00 am Breakfast on site  
9:00 am NAF Meeting

**\$90.00** for a single room

**\$75.00** per person for double room

*Includes lodging, snacks, lunch, dinner, and breakfast*

**MONDAY ONLY: \$40.00**

## Nurse Administrator's Forum Presents ....

*"From Distracted to Productive"*

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*"Finding an Extra Hour Every Day"*

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*"Leading Great Meetings"*

### **DATES:**

**Monday, May 7 and  
Tuesday, May 8, 2018**

**Location:**  
MacMullen Conference Center  
Higgins Lake

*Make check payable to: Nurse Administrator's Forum*

Return this form by **April 23, 2018** to: Anne Young, DHD#10, 521 Cobb St., Cadillac, MI 49601  
**You may include a check or pay at the door.**

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

Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room is needed for (circle one or both):    Sunday    Monday

Type of room desired:    Single Room:     Double Room:

Roommate's Name (for double): \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_    May 7 & 8: \_\_\_\_\_    Monday ONLY: \_\_\_\_\_

Comment:



## ***From Distracted to Productive: Finding Your Focus in a Hyper- Interrupted, e-Distracted World***

Email. Texts. Interruptions. Phone calls. Project transitions. Office clutter. Social and other media. Smart phones and apps. Even family and friends.

These common distractions make it almost impossible to get anything done. It seems like there is always SOMETHING getting in the way of what you really need to do. But with some forethought and effective strategies, as well as some discipline, it is possible to find your focus, even in a hyper-distracted world.

Randy Dean, MBA, will share “game plan” ideas for getting and keeping your distractions under control, and finding critical “focused productivity” time every day, leading to both performance but also clarity of mind and purpose.



Randy will also share some additional bonus content from his popular program, on ***Finding an Extra Hour Every Day*** that will help you better plan and work your day for enhanced focus and productivity using tools like MS Outlook, Gmail, and Smart Phones and Tablets.

Randy will also share information from his popular program on ***Managing and Leading Great Staff and Team Meetings***, discussing best-practice options for getting more time (and less aggravation) from your internal staff and team meetings. He will discuss differences between poorly run and super-effective meetings and finish with a fun exercise to help your team’s brainstorming abilities.



## ***Randy Dean***

The “E-Mail Sanity Expert” is a professional speaker and expert on time and email management, effective organization, and the related use of technology. For more than 20 years, Randy has been leading training and speaking programs for major corporate, university, association, and government offices. Obsessed with time management and personal productivity, he left a successful career as a graduate program admissions director, professional marketer, and manager to become a leading speaker and trainer. The author of the recent Amazon bestseller, *Taming the E-mail Beast*, he has led programs for thousands of satisfied and inspired students, managers, and professionals on being more productive with their time and life. His highly informative and entertaining speaking and training programs leave audience members with immediately-usable tools, strategies, and skills on how to better manage their time, technology, and information overload following their program experience.