

# **Randall Dean Consulting & Training**

**Making the Rest of Your Time the Best of Your Time©**

## **Program Testimonials**

"Your *Advanced Time Management for PDA Users* course was a great use of my time. All kinds of light bulbs were going off in my head when I got home that night! You exhibited in-depth knowledge of the material presented and relayed it in a way that was understandable and user friendly. Thank you once again!"

- Jennifer Barish  
*College Recruiting Manager  
PricewaterhouseCoopers LLP*

"Outstanding. Interesting, thorough, and practical. Big picture – little picture. I'm leaving here feeling motivated and optimistic. We've provided some excellent insights to the students. Even though they are generally classed-out, you kept their attention for the entire two + hours! Thank you!"

- Cathy Vargo  
*Assistant Dean of MBA Programs  
Katz School of Business, University of Pittsburgh*

"Fabulous job! Excellent summarization and synopsis of key issues in time management. Innovative and creative approach to complete what is important and fulfilling in life."

- Colleen McCafferty  
*Center Administrator, University Center for International Studies  
University of Pittsburgh*

"In today's fast-paced business environment, time management is essential for both success and survival. Unfortunately, this is one skill that is typically left up to the individual to develop. The **Advanced Time Management for Managers & Professionals** program and other affiliated training programs optimize the total time one has to manage and delivers an approach that is logical and adaptable to all management styles. This system will help any busy professional in any kind of business."

-Gary E. Kapanowski  
*President, Detroit Chapter, Institute of Management Accountants  
Cost Accounting Specialist  
Williams International*

"Thanks again for an excellent discussion related to time management. You raised some very good points that I do not always keep in mind. I was very interested in the Major and Minor Satisfactors. I believe there is a lot to that 'theory'."

- John Bebes  
*Audit Partner  
Plante & Moran, PLLC*

"This was a very useful, high energy presentation. You were great!"

- Christina Adams  
*Vice President, Finance & Administration  
The Fetzer Institute*

"Randy's enthusiasm and excitement will make you want to apply his principles immediately. You won't regret his workshops."

- Kathleen Cavanaugh  
*Executive Assistant to the President & CEO  
The Fetzer Institute  
Kalamazoo, Michigan*

"Randall Dean's Time Management/PDA Program seminar provided many real-world examples of easily implementable PDA-based time management strategies that, taken together, create a comprehensive time management system."

- Brad Clancy  
*Business Development Manager  
Hewlett-Packard Company*

"I never thought the Palm could help organize my day as much as you showed us."

- John Jerry  
*Technology Specialist II  
Michigan State University - College of Law*

"I like the focus on time management principles, even if you don't use a PDA. There were very good tips on time management, like doing small tasks right now so you can focus on the big stuff first and most."

- Lauren Ciesa  
*President  
Ciesa Design  
(East Lansing, MI)*

"Randy helps you focus on the realities within your work and home environments. He provides you with not only the tools to better self manage, but the road map on how to get there. He unleashed the potential of my PDA -- and helped to free up the mental clutter in my brain so that I can focus on what is most important."

- Michael Sundermann  
*Art Director  
Ciesa Design  
(East Lansing, MI)*

"Randy's insights into such a critical issue for managers and executives were outstanding. The concepts he presented provided a much deeper understanding of how to use productivity tools to make life more rewarding. In addition, he is an energetic and engaging presenter. I would recommend him without hesitation."

- Phil Harwood  
*Farmington Hills, Michigan*

"Today's presentation was excellent! This time management seminar has a great potential value for the current and especially the incoming MBA students. It is conceivable that the time management principles and tools shown during this presentation, including the use of planners as well as PDAs, would help with the information overload typically experienced by the incoming students."

- Stan Popov  
*Broad MBA 2001  
(Michigan State University)*

"I just wanted to take a moment to thank you, once again, for giving your *Time Management* presentation at my office. I thought the session was filled with wonderful information and tips to make an office run much more efficiently and effectively. As soon as I implement some of your suggestions, I am sure that my productivity will increase while my stress level will be significantly reduced. I will certainly keep you posted. Thanks again!"

- *Matthew M. Friedrich*  
*Attorney*  
*Matthew M. Friedrich, PLLC*  
*Farmington Hills, Michigan*

"Excellent presentation. This program helped to reinforce the notion that time is of the essence and that organization is the key to maximizing your time."

- *Thelma Brooks*  
*Graduate Business Student*  
*Ohio State University*

"He helped me to simplify the millions of things running through my head at any one time!"

- *Jill Trefz*  
*Graduate Business Student*  
*Ohio State University*

"I have been looking for a better way to organize all of my professional responsibilities. Thanks to Randy, I have found it!"

- *Joseph Gonzalez*  
*Broad MBA Candidate, 2006*  
*(Michigan State University)*

"This is two hours that has the potential to create countless time. These few minutes are packed full of strategies that can give you a competitive advantage at work and at home."

- *Aaron Petersen*  
*Broad MBA Candidate, 2006*  
*(Michigan State University)*

"During the first semester of my MBA program, when so many things are going on, Randy's presentation is really helpful to get me organized."

- *Amy Cheng*  
*Broad MBA Candidate, 2006*  
*(Michigan State University)*

"Excellent presentation of methods – provided great tools for organizing cluttered thoughts, papers, errands, and messages."

- *Michael Hetcko*  
*MBA Student*  
*University of Pittsburgh*

"Randy's presentation was great – very effective. It gave me ideas on organizing my projects. Time to brain dump!"

- *Sean McGrath*  
*Network Analyst II*  
*Pittsburgh, PA*

"All the information was very relevant to what I need and up-to-date with technology."

- Andrew Martin  
MBA Student  
University of Pittsburgh

"This seminar helped me start the organizing process. I can finally use my PDA effectively."

- Nichol Mason  
MBA Student  
University of Pittsburgh

"It was a very nice and effective program. I learned a lot of new things and also refreshed a few things I already knew but wasn't using that effectively."

- Kunal Malhotra  
MBA Student  
University of Pittsburgh

"I really enjoyed it! Randy shows you how to use the tools necessary to make anyone a successful time manager. Thank you for covering so much so quickly."

- Ed Ribar  
MBA Student  
University of Pittsburgh

"Best seminar of the year so far. Advice that can be put into use immediately."

- Martin Kruczinna  
MBA Student  
University of Pittsburgh

***Now, an actual letter received from a seminar attendee:***

"It has now been several weeks since attending your seminar in Kalamazoo on Time Management. I was originally tempted to correspond right away, to congratulate you on a job well done. At that time, I felt it was definitely time well spent, with loads of useful information presented in a comprehensive yet concise format. Clearly you know and practice what you preach. Your depth of knowledge and conviction enabled you to adeptly address the many different professions and personalities of those present. Your confidence and enthusiasm were contagious. This added to my own excitement, because I felt as though this indeed might be a system that would suit my style.

That said, however, it dawned on me that I have been down this road before (as have countless others no doubt). The real test of any system lies down the road. Many times I have attended an improvement seminar or conference, leaving ready to conquer the world, only to return to the ways of old a short time later.

Well, I am pleased to report that not only do I use your tips and techniques every day, I find that as time goes on, I rely on them more and more. I was able to take what you taught and boil it down to suit my style, which is, shall we say, "relaxed"? I can't believe how motivated I have become to highlight yet another completed task. It makes me want to add more tasks, just so I can complete them. I think you should title your seminar, "Discipline for the Undisciplined" or perhaps, "Time Management for Dummies."

At any rate, I find it much easier to stay on top of things -- working on what matters, instead of reacting to one crisis after the other. I'm now able to take on more projects, without feeling overwhelmed. Best of all, I have a new peace

of mind knowing my clients are being well served.

Thanks again Randy, for your expert tutelage. I will be forever grateful.

Yours Truly,

*David M. Kuipfer*  
*Commercial Real Estate Broker*  
*Kersten-Morris Real Estate & Leasing Company*

***And now a few anonymous comments from returned attendee surveys . . .***

"Comprehensive, empowering system -- well coordinated and interestingly presented. Motivated me to get started."

"Excellent! I have attended similar trainings done by my company. This was MUCH more helpful."

"Thanks for an excellent presentation. I found it rich with both strategic new approaches as well as a lot of practical detail."

"Fantastic! Made me want to go out and buy a PDA right away. Options and methods presented are an excellent overall way to organize."

"The content was substantive -- even for someone that has already been through time management training."

"A lot of great information provided. This will help to fine tune my time management skills."

"Very good! At this point, I have enough information to make a significant improvement. The program provided awareness of how I can improve my quality of life."

"I liked Randy's enthusiasm the most -- and the program was also very realistic and "doable" for the average performer."

"Randy's personal examples help to explain how the process is applicable."

"The program provided useful info and tips for both low-tech and high-tech tools of time management. Well organized, energetically presented."

"Excellent presentation! Interesting, fun, & well-paced."

"This seminar delivers very practical information that I can use immediately after I walk out of the room."

"This was extremely helpful, and gave me some great ideas on organizing my time. I never even thought I could break down my time this much."

"I most liked learning how to effectively AND efficiently use my PDA."

"I was using my PDA very ineffectively -- tips that Randy provided will help me to take advantage of the tool."

"A great presentation with lots of good ideas. Positive yet wise."

"I most liked that he gave concrete examples and procedures for doing things!"

"Very interesting and helpful!!!"

"This program provided many practical ideas that I can begin to utilize now."

"I can't wait to get home this weekend to set up my PDA!  
I've got a ton of ideas now on how to really use this thing!"

"Very good -- good information, usable in any format -- enjoyable."

"I like the personal stories and Randy's willingness to 'open up his life' to show us real examples."

"Great energy. Even better system."

"It was worth my time."

"Great content. Great training overall."

"Great system, great tips, great enthusiasm. Great job Randy!"

"The topics were covered well. Nice enthusiasm."

"Very useful. Thank you!"

"Great job Randy. I'm inspired!"

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