Get Organized!

...and make it look easy

Frank Buck Consulting, Inc.
Welcome!

What would it be worth to you to have total control over your day and the peace of mind that nothing will fall through the cracks?

You have to limitless information. The question is, "Can you find what you need?" Can you put your hands on your information? At any moment, can you be sure that you're focusing on what needs your attention most and at the same time filter out the noise?

We live in a complex world. Simple systems can make the complex easy. And let's be honest...things that are easy are the things that get done. So if we can make things easy, we can make then happen. And making things easier, is easier than you think.

Look at the solutions I offer, the people with whom I’ve worked, and then give me a call: (205) 440-2454. Together, we’ll make your life easier and start making every day count.
Hear from People Who Learned an Easier Approach to Life

“I will put it unequivocally: yours is the first workshop for professional development I have been to that has had a daily effect on lowering my stress levels and being more aware of the things I need to do on a daily basis. I cannot thank you enough. Every day is now easier knowing I know where my day is going and not worrying over where everything is. The simplicity is almost embarrassing – how come I never thought to do this 10 years ago? My answer to that is that we sometimes don’t realize that a slightly more open mind can reap benefits we didn’t imagine possible.

Thank you again. I waited about 6 months to let you know, but this only proves that I’m walking proof your techniques work long term.”
—Principal from Quebec

“Great workshop. Fabulously well-informed and entertaining presenter who shared his knowledge in a readily understandable format. Helpful handout. Thank you well worth the trip from Ottawa.”

“One of my professional goals is to be more organized and to manage time more effectively. This hit the target.”

“Practical, down-to-earth user-friendly content. Excellent!”

“Thank you. These are tools I can and will use! WHEW!”

“I saw your presentation at the ASCD conference in New Orleans and was blown away.

“You changed my life!”

“I loved this seminar!! Very, very well presented. Clear, logical, Dr. Buck was enthusiastic and witty. Very practical information that I will put to use immediately.”

“One of the most informative sessions I have been to in 5 years.”

“Where have you been all my life? This is a great idea!”

“Awesome ideas to get my life on track. Thank you so much!”

“FANTASTIC! One of the best I’ve been to! I could have stayed longer.”

“This morning when I returned to the office I did my first ever drag and drop to my calendar on Outlook - wahoo! The Tickler File will come next week!”

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### Popular Workshop Topics

*Customizable to fit your needs.*

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<tr>
<th>Workshop Title</th>
<th>Duration</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Get Organized! The 5 Keys to Total Control &amp; Peace of Mind</strong>&lt;br&gt;(Customizable ½ day to full day)</td>
<td></td>
<td>Learn a system for staying on top of paper, to-dos, repeating tasks, all the incoming demands on your time, and multiple projects. This workshop works best for a three-hour hands-on session with groups of any size. The content parallels the first five chapters of the book.</td>
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<tr>
<td><strong>Making the Most of Your Day: The 3 Tools of the Organized Leader</strong> (Great Keynote)&lt;br&gt;(60 to 90 minutes)</td>
<td></td>
<td>Do you always feel pressed for time? Do you come to the end of the day and realize you were busy but have nothing to show for it? Learn the three tools you’ll need to take control. Discover how to use them so you’re able to craft a productive day, and ultimately, a productive life.</td>
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<tr>
<td><strong>Evernote Made Easy</strong>&lt;br&gt;(60 minutes to full day)</td>
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<td>Many people have an Evernote account. Few feel they use it well. Find information instantly from anywhere. Learn from an Evernote Certified Consultant how to structure your system and make it work for you. In 60 minutes, see a demonstration. In a half day or full day, we go fully hands-on. Leave with your system fully up and going.</td>
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<td><strong>The Top 10 Time Tactics of the Organized Professional</strong>&lt;br&gt;(60 to 90 minutes)</td>
<td></td>
<td>One tip, if it’s one you use every day, can be a game-changer. Use all 10 and watch your days become easier to navigate. Your day will have more of a “flow.” You’ll accomplish more and experience fewer interruptions from others (or interruptions from yourself). These time tactics, plus a good overall system, help make time your friend.</td>
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*Call me and I can give you additional information about any of the sessions.* (205) 440-2454
Popular Workshop Topics

*Customizable to fit your needs.*

**My 10 Favorite Gmail Tricks**
*(1 hour)*

Email is by far the most efficient means of written communication at our disposal. However, it tends to overwhelm us. The problem is not the tool. It’s the way we use it. Any of the 10 tricks save time every day.

**Social Media Marketing: An Organized Approach**
*(60 minutes to a full day)*

You have a message, but how do you get it in front of the right eyes? Learn what mediums you need, how to plan your content, and how to use automation. This workshop is customized for the organization. The length will drive how hands-on we can be and what we can create.

**Get Organized with Remember the Milk**
*(90 minutes to a full day)*

The demands of a digital world require digital tools. A digital task list is a game changer, but few sources cover the subject in enough depth to be helpful. Today, you’ll create your own digital task list. You’ll learn exactly how to use it. Keep all the balls in the air and make it look easy.

**Get Organized! ...for Students**
*(1 hour)*

Smart students often do poorly in school for the lack of organizational skills. Organization and time management are teachable. They’re helpful in elementary school and vital from there on. Learn from a former principal how it’s done. (3 versions available: students, teachers & parents)

Call me and I can give you additional information about any of the sessions. (205) 440-2454
Arrange for an on-site visit or participate in one-on-one virtual coaching. Tell me about your situation and let’s plan a program that will work for you.

Here are some of the outcomes you will realize:
- A clean desk
- Everything you must do in one place
- An empty email inbox
- Command over your technology
- Minimized interruptions
- The ability to keep multiple projects going and know where you are on each one
- Being able to find your “stuff”

One popular arrangement is a morning session with the group and individual at-your-desk sessions in the afternoon. We offer deep discounts for multiple days.

Call me and let’s discuss your needs. (205) 440-2454
Various groups have organized their own independent book studies on *Get Organized! Time Management for School Leaders*.

Alabama administrators can earn a Professional Learning Unit and teachers can earn 32 hours of professional development credit through this online course.

More information is available here.
## Some of Our Satisfied Customers

*Want to join them?*

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<th>Birmingham (Alabama) City Schools</th>
<th>Alabama State Dept. of Education Special Education Division</th>
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<td>American Christian Academy (Tuscaloosa, Alabama)</td>
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<td>Kansas Association of Secondary School Principals</td>
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<td>Alabama National Board Certified Teachers</td>
<td>Leadership Committee for English Education in Quebec</td>
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<td>Alabama Educational Technology Conference</td>
<td>Learning Forward</td>
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<td>Alabama State Department of Education Mega Conference</td>
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<td>Alabama Staff Development Association</td>
<td>Loudon County (Tennessee) Schools</td>
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Some of Our Satisfied Customers

You could be next

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Madison City (Alabama) Schools
Marshall County (Alabama) Schools
McGill University (Montreal, Quebec, Canada)
Michigan Elementary & Middle School Principals Association
Mississippi Business Education Association Conference
Mississippi Educational Computing Association
Montgomery (Alabama) Public Schools
National Association of Elementary Principals
National Association of Secondary School Principals
North Alabama Administrators Conference
North Alabama Technology Conference

Oak Mountain (Alabama) Middle School
Oxford (Alabama) High School
PMT Publishing, Inc.
Principally Speaking Network (Alabama)
Raymond L. Young Elementary School (Alabama)
Riverside School Board (Quebec)
South Carolina Association of Health Underwriters
Southern District Teacher's Conference (Lutheran)
Southeast Alabama Regional In-Service Center
Sumiton (Alabama) Christian School
Staff Development for Educators

Talladega Chamber of Commerce
Talladega City Schools
Talladega County Band Directors Association
Texas Elementary Principals and Supervisors Association
The Principal Center (Arkansas)
Trinity Presbyterian School (Montgomery, Alabama)
Troy University Regional Inservice Center
University of Montevallo Regional Inservice Center
University of North Alabama Regional Inservice Center
University of West Alabama
Valleydale Church (Birmingham)
Washington Association of School Business Officials
West Virginia Association of Elementary & Middle School Principals
I help busy professionals achieve their goals through organization and time management. A veteran school administrator, I was a middle school assistant principal, elementary principal, and central office administrator.

My work reaches people through speaking, coaching, the book, a weekly newspaper column, a blog which has been active for over a decade, and articles in national publications.

Over the last 20 years, countless people have learned an easier way to manage their lives through our time together.

I share these secrets with leaders all across the United States and internationally. The content is nuts-and-bolts, the kind you can understand today and put in place tomorrow morning.

I am humbled to have been named to “Global Gurus Top 30” in the category of Time Management for 2017 and 2018 and ranked #1 for 2019. Your success is proof that the concepts I teach work.
Every good thing you do happens through the dimension of time. What would it mean if you had *more* time to spend on what matters and spent *less* time responding to trivia and looking for lost items?

What would it mean to your organization if everyone was to experience a feeling of total control and peace of mind when it comes to the demands of the job?

Today can be the beginning. Call me: (205) 440-2454.

“Organization Made Easy”