

# Get Organized!

*...and make it look easy*



Frank Buck Consulting, Inc.

**GLOBAL TOP**  
**GURUS 30** 2020

**TIME MANAGEMENT**

Ranked #1 for 2019 & 2020



# 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?**

Most people are overwhelmed by the amount of paper and digital information in their lives. At Frank Buck Consulting, we make organization easy so you can increase productivity, decrease stress, and enjoy life.

We live in a complex world. Simple systems make the complex easy. And let's be honest...things that are easy are the things that get done. If that's what you are looking for, let's work together.

**Call me today: (205) 440-2454. You really can get organized and make it look easy.**

*Frank Buck*

# Hear from People Who Learned an Easier Approach to Life

*“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!”*

*“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.*

*“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*



# Popular Workshop Topics

***Customizable to fit your needs.***

*FrankBuck.org*

## ***Get Organized! The 5 Keys to Total Control & Peace of Mind (Customizable ½ day to full day)***

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.

## ***Making the Most of Your Day: The 3 Tools of the Organized Leader (Great Keynote) (60 to 90 minutes)***

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.

## ***Evernote Made Easy (60 minutes to full day)***

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.

## ***Digital Task Management Made Easy (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 for free Remember The Milk and learn the strategy that makes it work.

***Call me and I can give you additional information about any of the sessions. (205) 440-2454***

# Popular Workshop Topics

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## ***My 10 Favorite Gmail Tricks & Other Productivity Hacks (90 minutes)***

Want to get your email empty every day? Would you like to see the important stuff together? What if your email could make scheduling meetings easier? These and 7 more tricks will turn email overwhelm into the powerful time-saver it can be when used correctly.

## ***Social Media Made Easy: 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.

## ***The Top 10 Time Tactics of the Organized Professional (60 to 90 minutes)***

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.

## ***Student Organization Made Easy (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)

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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.



# Book Study

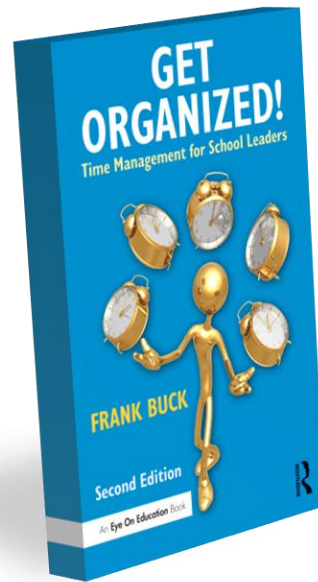
*Learn at your own pace.*

FrankBuck.org

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.  
A new cohort starts each quarter.

[More information is available here.](#)



# Some of Our Satisfied Customers

*Want to join them?*

*(205) 440-2454*

Alabama A&M/UAH Regional In-Service Center  
Alabama Association of Elementary School Administrators  
Alabama Association of Child Nutrition Directors  
Alabama Association of Health Underwriters  
American Christian Academy (Tuscaloosa, Alabama)  
Alabama Council of Community Mental Health Boards  
Alabama Music Educators Association  
Alabama National Board Certified Teachers  
Alabama Educational Technology Conference  
Alabama State Department of Education Mega Conference  
Alabama Staff Development Association

Alabama State Dept. of Education Special Education Division  
Alabama Superintendent's Academy  
Albertville (Alabama) City Schools  
Assisted Living Association of Alabama  
Association for Supervision & Curriculum Development Conf.  
Association for Middle Level Educators  
Association of Montreal School Administrators  
Auburn (Alabama) City Schools  
Berkeley County (West Virginia) Schools  
Bibb County (Alabama) Schools  
Birmingham Association of Health Underwriters

Birmingham (Alabama) City Schools  
Central Quebec School Board  
Chilton County (Alabama) Schools  
Choctaw County (Alabama) Schools  
Council for Leaders in Alabama Schools  
Dade County (Georgia) School  
Episcopal Church of the Ascension  
Fairfield (Alabama) High School  
Fort Bend (Texas) Independent School District  
Florence (Alabama) City Schools  
Forum for Innovative Leadership Conference (Memphis)

Harbour to Hawkesbury Primary Principals' Conference (Australia)  
Homewood (Alabama) City Schools  
Houston (Texas) Independent School District  
Huntsville (Alabama) Center for Technology  
Illinois Principals Association  
Jacksonville State University Regional In-Service Center  
Kansas Association of Secondary School Principals  
Leadership Committee for English Education in Quebec  
Learning Forward  
Lewisville (Texas) Independent School District  
Loudon County (Tennessee) Schools



# Some of Our Satisfied Customers

*You could be next*

**(205) 440-2454**

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 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 and again for 2020. Your success is proof that the concepts I teach work.





Stop spending time looking for things and worried about what you're forgetting. We give you a system that put what you need in front of you when you need it.

Organization is easier than you think. Watch productivity go up and stress go down.

Call me: (205) 440-2454.

*Frank Buch*

Ranked #1 for 2019 & 2020



*"Organization Made Easy"*