

Personal Productivity Seminar Enrollment Form **Using the Q4 Systems, Inc., course & Time-Linking©**

1. Who should take this course?

This seminar is an intense and practical exercise-driven session that is specifically designed for these particular audiences:

- the Entrepreneur;
- the Small Business Owner;
- the Internet Marketer or Online Marketer; or
- the Podcaster.

2. Objectives of the seminar

The purpose of this seminar is to be an online course delivered by *podcast* episodes and provide the skills for being able to manage one's self and the time involved in one's life to make the best choices and be able to do these effectively:

- Accomplish more activities...
- In less time...
- With better quality...
- And with reduced stress.

By introducing the technique of *time-linking*© and putting that element into immediate practical application, **LIFELONG SKILLS** are developed that can assist the attendee with these overall results:

- Free up time for the highest priorities (average is 3.8 hours per week);
- Handle multiple projects effectively, including details and tasks;
- Plan and organize effectively—whether online or conventional environments;
- Track and keep business commitments or deadlines, as well as follow-up on commitments from others;
- Gain control of one's day, which can then help to gain control of one's life.

3. Whose course is this?

This course is owned by Q4 Systems, Inc. of Dallas, Texas (www.q4systems.com). Q4 Systems has been a supplier of Time Management training and Project Management for such companies as IBM, AT&T, Motorola, Dell Computer, Texas Instruments—and numerous mid-size businesses since 1995. Prior to that, the founders of Q4 Systems had previously been instructors in Personal Productivity for more than 10 years.

Matrix Solutions Corporation is a company that is certified to train other firms and individuals in the Q4 Systems, Inc., Personal Productivity Course and deliver the skills of Time-Linking©. Matrix Solutions has been delivering this training since its initial certification in 1996. At first, it trained the Fortune 500 firms; but in the past years, it has focused on the Small and Medium Sized Businesses. Today, the training is almost entirely to Entrepreneurs and small business owners.

4. What are the pre-requisites for this course?

None. The only requirement is to consume the podcast audio episodes, consume the materials, perform the practical application exercises, and attempt to form a habit of what you learn-- and that you have the desire to improve.

5. What materials will be used and delivered to the enrolled attendees?

Materials will be delivered via podcast channel:

- over 24 audio podcast episodes;
- screencast tutorials (using tools like Camtasia Studio or similar programs);
- white papers, pdf documents, PPT slides and other materials;
- e-coaching sessions via Internet (like a webinar);
- 1-to-1 Personal Coaching session, individual, by telephone.

Optional: Q4 System Organizer and forms at a 15 per cent discount rate

- However, we will be using this Organizer for our exercises and concepts.

Also: You will also receive a receipt for your payment and later a file that states the expectations of the course for an attendee, as well as a completed and signed Training Agreement (because we will be delivering copyrighted materials and intellectual property owned by Q4 Systems, Inc.).

6. Contents

Utilizing the techniques of integrating Information Management and Activities Management in both conventional and electronic environments, *Time-Linking*© is introduced as a concept and a practical technique within a framework of productivity tools. The seminar contains multiple interactive exercises for practical application. Each section in the summary of topics, below, contains exercises that help the attendee develop the skills needed to succeed.

7. Summary of topics

The four qualities of Q4: vision, organization, planning & focus.

Are you out of control?...details and mental traffic.

“Time Management” doesn’t exist! Only *Choice management* does.

Are you wasting time during your day?

How to balance your life within the framework of time.

The foundation: creating goals for professional & personal life.

How productivity relates directly to habits.

The Control Center is your key to productivity & organization.

Time-Linking© from Q4 Systems, Inc.: what it is & how it works.

Learning Time-Linking© and making it second-nature.

Effective management of Communications—one key to productive professionalism.

Planning methodology for the Entrepreneur and Small Business Owner.

Managing multiple projects for the Entrepreneur & Small Business Owner.

How to free up time for your high-priority tasks and projects.

Methodologies to help you internalize the system and get immediate results.

How to gain control of your day.

How to overcome resistance to improving.

Dealing with—and overcoming—Procrastination.

How to deal with clutter effectively.

How to “keep score” and *win* in the Game of Productivity.

Focus within Productivity—the 360 degree requirement.

How to integrate this System with Lotus© Notes® and Microsoft© Office Outlook®

Other Productivity topics—and techniques for your success.

How to gain control of your life.

[Note: These topics will be described in more detail in the first course module that you will receive as an mp3 file. This audio file will be an additional episode, as it introduces the course and topics in more detail, along with administrative information.]

8. Pricing for the seminar and when the course will be delivered via podcast:

The online course is from Matrix Solutions Corporation and it is *called* “***Gain Control of Your Day.***”

The standard price over the internet is **\$249** US dollars. At this time, it is payable by check or draft made out to: Matrix Solutions Corporation.

Discounts and Special Offers:

In the past, this course has been offered at a discount during special periods of time. For instance, there was a limited offer during the introductory period when it was announced at the PNME 2007 event, and just prior to the launch of the seminar itself.

However, as we do not pre-announce, there is no other discount or limited offer or campaign tactic that provides this seminar at a reduced rate at this time.

Delivery of the course materials:

The initial episode of the course will have more details of the topics and modules listed, above. Again, this initial episode is an additional one besides the 25 course modules. It is delivered to you as soon as you receive the instructions and activate your own RSS feed. The seminar will have an audio episode and its related materials delivered via podcast channel every 3 weeks.

Why every 3 weeks? To allow you to use what you learn in the system and turn your knowledge into practical habits, which will then give you the results, which will then allow you to increase your productivity within weeks.

Refunds:

If you change your mind and decide that this course is not for you, you may get a refund within 30 days from the receipt of the first episode of the content delivered to you via the podcast channel. After that, it is assumed that you will continue the course until the end, and thus, no refunds will be given after 30 days. More details for the process of refunds are given in the first module downloaded with the course materials via the podcast channel.

9. What this seminar is NOT:

This seminar is NOT:

- a standalone lecture that does not require self-discipline and individual application of the tools and techniques;
- a course for “miracle or overnight” productivity results without practical application and forming habits;
- a group of episodes or DVDs all delivered at once for a consumption of the content in a “marathon” manner (e.g., all-at-one-sitting);

Note: This course is **not** offered or available to Productivity Consultants and/or Trainers or other Independent Trainers and/or Consultants.

10. Questions about this seminar?

If you have questions about this seminar, please send an email note to:

gaincontrolofyourday@gmail.com

11. My Qualifications for facilitating and teaching this course

Education and Training

Industry Experience

Certified Trainer

Personal Experiences with:

- stress and how to overcome it;

- teaching at the university, business and corporate levels;
- teaching at the Small Business and Entrepreneur levels;
- teaching in the public sector, government and military levels;
- Published articles in various journals.

12. Instructions and Details for Enrollment:

Since we have not yet completed the automated process with our Joint Venture partner, we will ask you to use this process outlined, below.

To enroll in the seminar, you should do the following:

- (1) Send an email to gaincontrolofyourday@gmail.com;
- (2) Include **SEMINAR ENROLLMENT** in the subject of the email.
- (3) State in the body of the email that you want to the seminar, and that you will send the payment and the signed Training Agreement document via the mail.
- (4) At the web location of www.gaincontrolofyourday.com/podcast, go to the podcast episode titled “***Productivity seminar Enrollment No. 4- Value to You***”.
- (5) Look at the document in the show notes for this episode. The last two pages of the document (after the section that gives details of the content of each course topic) contains a page of the **TRAINING AGREEMENT FOR THE SEMINAR TITLED “GAIN CONTROL OF YOUR DAY.”**
- (6) Print out this document (last 2 pages), fill it out in entirety and sign it.
- (7) Enclose this signed training agreement document with a check for the amount of the course fee. (the normal fee is \$249 US dollars). Please make the check out to *Matrix Solutions Corporation*, and mail both in an envelope to:

Matrix Solutions Corporation
8650 Spicewood Springs Rd. #480
Austin, Texas 78759
Attention: ENROLLMENTS

Once we receive your check and signed training agreement, we will send you a reply via email. We will sign the training agreement on part of Matrix Solutions Corporation, and then you will also receive a copy of the training agreement, for your records. You will then be sent the instructions for getting the materials downloaded to you via the podcast channel. You will receive your own individual feed. This will allow you to receive all the content, as well as individual communication from us to you regarding the e-coaching sessions and the scheduling of the 1-on-1 individual personal coaching session via telephone.

Summary of the contents of this document:

Now, in this document, we have presented for you the description of the course. It addresses the areas of:

- the objectives of the seminar;
- the audience that will benefit most from it;
- the lifelong skills you will get;

- the intellectual property owned by Q4 Systems, Inc. from this training;
- the materials you will get from the seminar;
- a summary of the topics covered in the course (which will be covered more in detail in the first module of the seminar); and
- qualifications of the instructor to facilitate the skills-transfer from this seminar, as well as the Training Agreement Form.

from pursuing any other remedies available for such breach or threatened breach including the recovery of damages from me.

5. I confirm that I am not a Productivity Trainer or Consultant or an Independent Trainer or Consultant, and I agree that I have been notified that this course is not available to these two audiences.

The undersigned hereby acknowledges reading the terms of the above agreement and acknowledges that he/she will be sent a receipt of a copy signed by Matrix Solutions Corporation. The undersigned agrees to be bound by the terms thereof.

Signature: _____

Date for enrollee: _____

Signature for Matrix Solutions Corporation:

(printed name of Matrix Representative)

Date

Title: _____

[Note to enrollee: please print this form, sign and date it, and return it to Matrix Solutions Corporation]

[Last revised: 1 January 2008]