



CAPITAL MEDICAL SOCIETY LUNCH & LEARN
Wednesday, September 21, 2016
Capital Health Plan, 1491 Governors Square Boulevard

Time Management in a Medical Practice



A Seminar Series offered by the Capital Medical Society.

For physician office staff (clinical and non-clinical), practice administrators, office managers and business office managers. CMS member offices only!

Time Management in a Medical Practice

As the saying goes, "Someday is not a day of the week." However, we treat it as if is. Everyone gets 24 hours every day and what we do with our 24 hours is a choice we make each second. We can't control time but we can manage it. "Do It Now" are three of the most powerful words we can put into action. In this session on **Time Management** we will discuss some powerful ideas to improve your time management skills. Remember, "The best time to start was yesterday, the next best time is now."

Speaker: Bert Mitchell

Sponsor: Express Printing

Time: 12 Noon to 1:30 pm (seminar starts at 12:30 pm)

Place: CHP Auditorium, 2nd Floor - 1491 Governors Square Boulevard
\$10 per person. For more information, call Rosalie Carlin at 877-9018

Registration Form (please print): Seating is limited, you must pre-register. Reservation must include payment.

Name/Office/Phone: _____

Email address: _____

Please register me for:

Wednesday, September 21, 2016 Time Management in a Medical Practice
Enclosed please find my check in the amount of \$ _____

Please mail registration form and your check to:
Capital Medical Society, 1204 Miccosukee Road, Tallahassee, FL 32308
(850) 877-9018

Please register by September 14, 2016