



# **PRIORITIZE TO WIN:** Problem Solving & Time Management for Business Owners

Presented by  
**PETER MEHIT**

**Custom Business Planning & Solutions**

Many business owners move from crisis to crisis spending the majority of their time working on matters of the moment instead of investing the time and effort needed to really grow their business. Learn how to categorize, value, prioritize and execute tasks in a manner that will bring the greatest value to your business.

You will learn how to:

- Categorize tasks by their true importance using an adaptation of Steven Covey's 'Time Management Matrix'
- Value tasks in terms of their monetary and real value
- Choose the right tasks at the right times
- Delegate tasks to others appropriately
- Say no to those tasks that don't help your business
- Handle changes and interruptions

Mr. Mehit has worked across many industries worldwide as a professional consultant. He built his career on the study and implementation of systems, both people and computer based, and has serviced several large corporations including, Panasonic, Verizon, Raytheon, DuPont, IAMS, and IBM. An expert in process and workflow optimization solutions, Mr. Mehit can quickly and clearly communicate this information so you will be able to easily implement the necessary solutions in your business.

**Tuesday, October 12, 2010**

**7:00 - 9:00 p.m.**

**San Jacinto Community Center**

**625 S. Pico Avenue, San Jacinto, CA**

The program is free, but registration is required. Register with Jan Catron at [jcatron@sanjacintoca.us](mailto:jcatron@sanjacintoca.us) or call (951) 537-6354.

**FREE  
WORKSHOP**