

**JMKContact** Inc  
International **Interface** Services



# There **IS** Enough Time

*Advanced Productivity Seminar  
for Senior Executives*

1025 Connecticut Ave., N.W.  
Suite 1012  
Washington, DC 20036  
[www.jmkcontact.com](http://www.jmkcontact.com)  
Contat Julia Karpeisky  
[juliamk@jmkcontact.com](mailto:juliamk@jmkcontact.com)  
202 857 9736

## Table of Contents

<b>1 Overview .....</b>	<b>3</b>
<b>2 Program Description.....</b>	<b>3</b>
2.1 Purpose .....	3
2.2 Benefits.....	3
2.3 Key Learning .....	3
2.4 Program Format .....	4
<b>3 About the Seminar Leader .....</b>	<b>5</b>



To see the world in a  
grain of sand,  
and to see heaven in a  
wild flower,  
hold infinity in the palm of  
your hands,  
and eternity in an hour.

**William Blake**

\*\*\*\*

There is time for  
everything.

**Thomas Edison**

\*\*\*\*

Do not dwell in the past,  
do not dream of the  
future, concentrate the  
mind on the present  
moment.

**Buddha**

## 1 Overview

A senior executive's time is one of the main assets of the organization.

Bombarded by competing priorities, an executive makes crucial choices many times a day regarding where to focus his or her attention. These choices will ultimately affect the company's bottom line and the executive's productivity and health.

## 2 Program Description

### 2.1 Purpose

The purpose of the program is to provide executives with the latest productivity techniques, and to create a forum where they can help each other address their time management challenges.

### 2.2 Benefits

Participants will enjoy the following benefits:

- Better relationships with team members;
- Improved clarity about priorities;
- Increased return on time invested in any undertaking;
- Improved ability to balance work and life priorities;
- Improved ability to work with people from other cultures;
- Decreased level of stress;
- Increased productivity at work;
- Feelings of calm and well-being;
- Better focus and concentration.

### 2.3 Key Learning

Participants will learn the following:

- Ways of thinking essential for effective time management;
- Daily habits essential for effective time management;
- How to create a "Stop Doing" list
- What to do with the "to do list" in order to improve productivity;
- Effective ways of managing email, blackberries, and other distractions of modern technology;
- Effective ways of conducting meetings and conference calls.

## Client Testimonial

"Julia, we believe that your presentation was the best one we have ever had. It was quite remarkable that we had participation from those individuals you wrote to."

**Marc Whitford, President**

**MD Chapter of National Management Association**

\*\*\*

"Julia and I have been working together for 8 months. During that time Julia has been a valued coach and partner to help me define and achieve both career and life goals. Her comfortable style elegantly creates an environment of trust that is a basic foundation of her work. Together, we've worked through great change in a very short time.

From a career perspective, I've moved from the precipice of leaving the company to acknowledging extreme satisfaction at work and accepting a promotion as a senior financial executive in the firm. From a life perspective, I've been able to improve my health, manage stress and strengthen relationships with friends and family. Our continuing challenge is to turn this work into sustained behavior.

Julia's work has been so helpful that last month I extended her contract to work with my entire team. There have already been successes.

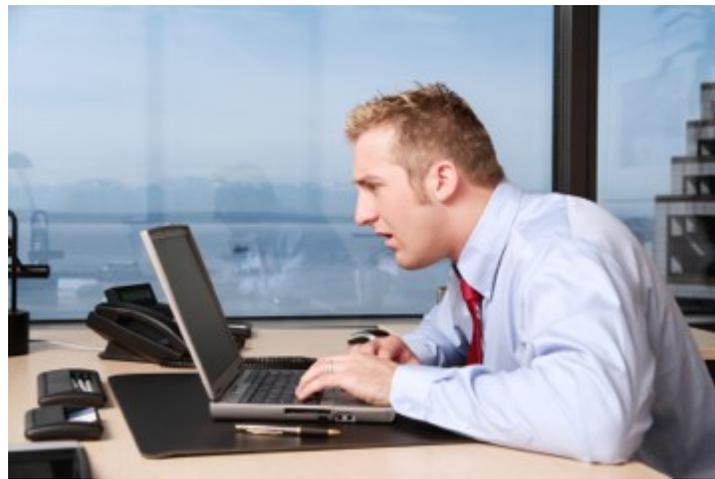
I'm confident enough with the process Julia follows, and the results that I've seen her help myself and others accomplish, to say that any firm that works with Julia will see a transformation in the executive team that she coaches. I recommend her work highly."

**Vicki Bogenberger, Business Manager**  
**Federal Client Business Group**  
**CH2Mhill, Inc.**

## 2.4 Program Format

This 4-hour program includes comprehensive information sharing through exercises and working in small groups. Prior to the seminar participants complete a short assignment and they may discuss it with the seminar leader.

After the seminar each participant receives the opportunity to complete two 30-minute executive coaching sessions with the seminar leader. The main objective of these sessions is to help participants deepen their learning and support continued development of newly formed habits.



In 2005, a psychiatrist at King's College in London administered IQ tests to three groups: the first did nothing but perform the IQ test, the second was distracted by e-mail and ringing phones, and the third was stoned on marijuana. Not surprisingly, the first group did better than the other two by an average of 10 points. The e-mailers, on the other hands, did worse than the stoners by an average of 6 points. "Can't Get No Satisfaction," *New York Magazine*, Dec. 4, 2006



### Client Testimonial

"Dear Julia,  
Congratulations to you and your team for the fine job you did on the 2005 Kazakhstan Trade and Investment Conference.

I have attended several Kazakhstan business conferences for the last 15 years, and have always come away feeling that the Kazakhstan government has been victimized by the show coordinators.

You have set the picture right with your professional and caring approach to maximizing the benefits derived from such a conference. Thank you."

**Jerry M. Gary, Chairman  
Tucson-Almaty Sister Cities  
Committee**

"Ms. Karpeisky and her firm, JMK Contact, Inc., played a crucial role in creating a joint venture between our company and Russian design bureau Fakel, which among other things involved obtaining a decree signed by the Russian President. JMK support also was invaluable in helping us negotiate a multimillion-dollar restructuring of a Russian-US-French joint venture."

**Craig Clauss, Director, Business  
Development, Atlantic Research  
Corporation**

"Ms. Karpeisky's skillful and sensitive relationship management and her superb negotiation and intermediation capabilities made the difference between the project staying on track or literally blowing up."

**David O. Jermain, President  
DOJ Consulting, Ltd.**

## 3 About the Seminar Leader

Julia Karpeisky has extensive experience helping executives make better decisions, thus achieving higher levels of success inside and outside the workplace. An expert in international communications, she brings with her a unique perspective of someone who is bi-lingual and bi-cultural. She helps bridge understanding gaps between people who speak the same language but think differently; between people who come from different cultures and speak different languages; and also between an individual's heart and mind. She supports her clients in achieving their true potential, in maintaining a healthy equilibrium and a sense of purpose in their lives.

In addition to being an executive coach, Julia Karpeisky runs an international communications business, which helps U.S. companies succeed in the former Soviet Union. In the last ten years she participated in creation of winning strategies, building relationships, and bringing deals to closure. She helped a US start-up company close a \$1.8MM deal with a Russian investor; designed and produced 2005 Kazakhstan Trade and Investment Conference, assisted in creation of a Russian-American aerospace joint venture, facilitated a week-long Russian-American-Norwegian strategy planning exercise, and led parties out of an impasse, thus allowing her client to avoid writing off a multimillion-dollar investment.

As an interpreter, she facilitates communications at the highest levels of business and government, including for The United States President, Vice President, Chairmen of Exxon Mobil, Chevron, Conoco Phillips, and Halliburton, President of the World Bank, President of Kazakhstan, Russian Prime Minister.

She designs and delivers training programs on personal and leadership development and international communications. "Take it Personally! Close Profitable Deals Overseas" offers a proven methodology for reducing time, costs and frustration involved in closing a deal in international markets. "Living and Inspired Life: Tools for Being Fully Engaged" is a leadership development program that consists of training and individual coaching sessions.

Her past clients include Exxon Mobil Corporation, Chevron Texaco Corporation, Northrop Grumman Corporation, The World Bank, Intelsat, Harvard, Yale, Duke, George Washington and American Universities, The Library of Congress, Department of Defense, Department of State, FBI, Carnegie Endowment for International Peace, The Brookings Institution, and many others. A mediator and executive coach (certified by Franklin Covey), Julia holds a M.S. in Chemistry from Moscow State University, and an M.A. in International Diplomacy from the University of Kentucky.