

*Priority*<sup>®</sup>

A Better Way To Work

2016 Priority Management Product Catalogue



Tools & Training for  
A Better Way To Work

CANADIAN EDITION 

# Our Best Seller

## One Page Dated Annual Supply Pack Includes Everything You Need

### Dated Plan & Activities Pages

A year's supply of dated 1-31's, plus a Monthly Plan Page and Monthly Expense Report form.

### Year 2016 Calendar Set

Month-at-a-glance format; includes Annual Strategies Page and Forward Planner for 2017.

### Communication Planner Pad

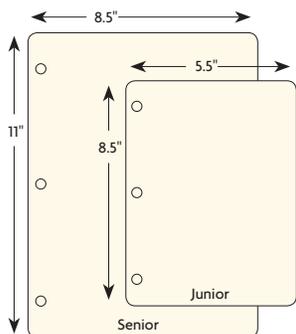
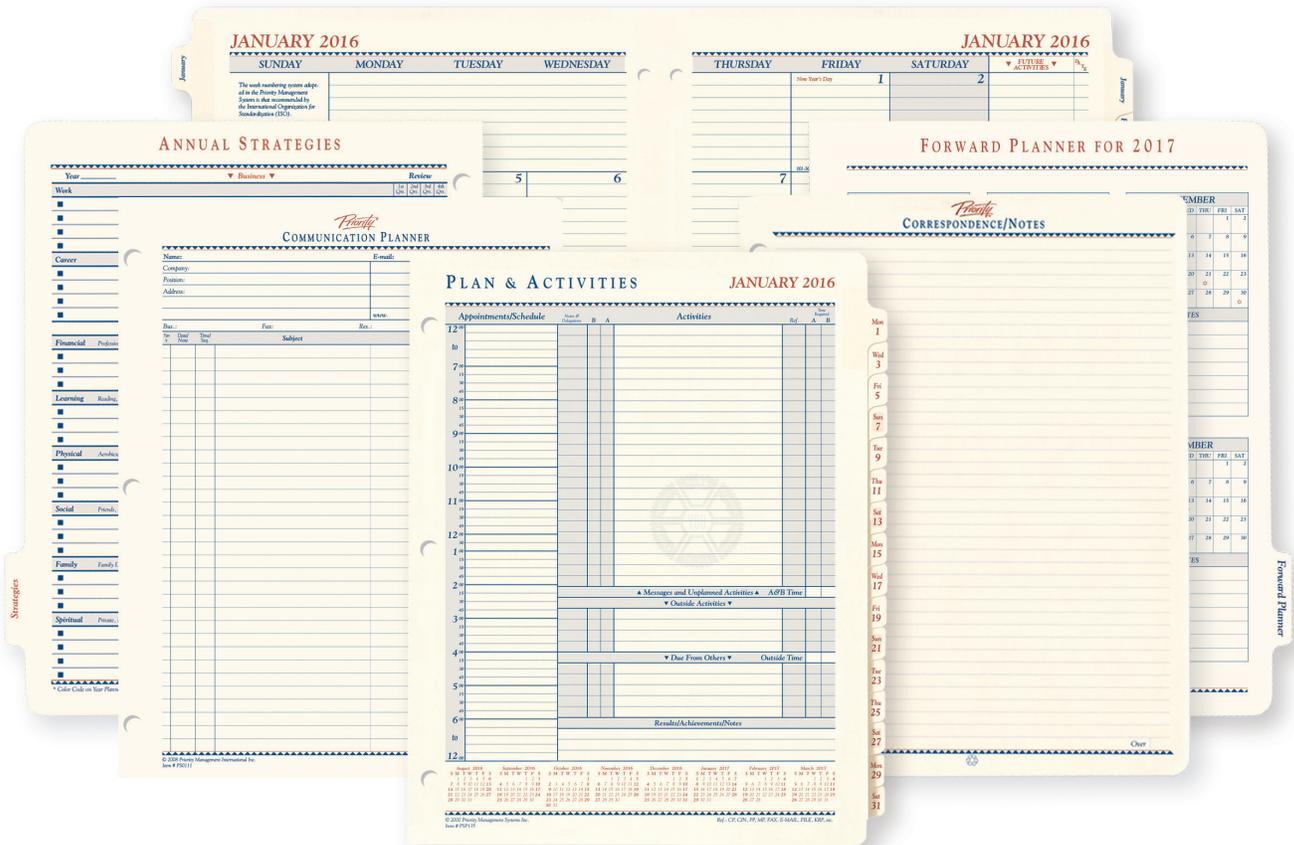
100 sheet pad to record, track and store information for easy retrieval.

### Correspondence/Notes Pad

100 sheet pad is lined on one side, with graph on the other.

one page dated annual supply pack  
 RPJ003 Junior 1 pg. \$109.00  
 RP0003 Senior 1 pg. \$109.00

LIMITED QUANTITIES



## important

Check the size you need before you order your dated annual supply pack.

### Junior or Senior size?

Order the size that fits your binder:

Junior holds 5 1/2" x 8 1/2" pages

Senior holds 8 1/2" x 11" pages

**PRICES DO NOT INCLUDE TAXES OR SHIPPING CHARGES**

**ORDER ON THE WEB**  
[www.progressivetraining.ca](http://www.progressivetraining.ca)

# Calendar Set

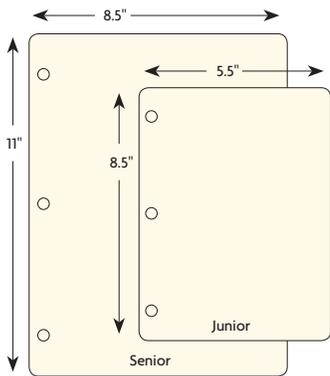
Priority's top-selling Calendar Set shows your monthly commitments at a 'quick-glance' so you enjoy better planning and decision-making all year.



**Calendar Set** features a unique two page, month-at-a-glance format. Includes a set of 12 month calendars, a Forward Planner for 2017, and an Annual Strategies Page.

calendar set

PJ0216 Junior \$15.50  
PS0216 Senior \$15.50



Reordering? Check the bottom left hand corner of your existing form to confirm the product code number.



# Daily Plan & Activities Pages

Behind your Calendar Set you'll want a year's worth of 1-31's to help you plan and record your activities in order of priority, and keep track of expectations from others.

**UNDATED**

ES Year:  Month:  Sun:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:

▼ Description/Objectives ▼ Ref. Time Required  
A B

## PLAN & ACTIVITIES

Appointments/Schedule	Notes & Delegation		Activities	Ref.	Time Required	
	B	A			A	B
12:00						
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**Plan & Activities Pages** act as your daily road map. A year's supply of 1-31's, plus Monthly Plan Page, and Monthly Expense Report form.

- a** undated one page plan & activities
  - PJP133 Junior \$68.75
  - PSP133 Senior \$68.75
- b** dated one page plan & activities
  - PJP135 Junior \$74.00
  - PSP135 Senior \$74.00

**DATED**

**JANUARY 2016**

## PLAN & ACTIVITIES

Appointments/Schedule	Notes & Delegation		Activities	Ref.	Time Required	
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August 2016    September 2016    October 2016    November 2016    December 2016    January 2017    February 2017    March 2017  
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 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
 21 22 23 24 25 26 27 28 29 30 31  
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 30 31

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**PRICES DO NOT INCLUDE TAXES OR SHIPPING CHARGES**

**ORDER ON THE WEB**  
[www.progressivetraining.ca](http://www.progressivetraining.ca)

# Dated 1-52's

Our exclusive annual supply of dated 1-52's shows you a weekly view of your activities at a glance. Its compact format is perfect for people who want to carry less, yet need the convenience of quickly accessing information on paper, anywhere, as a complement to their PDAs and computers.

The ideal bridge between paper and technology for productivity!

**Weekly View 1-52's** Visual planning is made easy with Priority's exclusive productivity aid. There's a handy 3-month calendar at the top of each page plus a 6-year calendar on the back page. Quarterly sections where you can outline and evaluate your priorities, plus forms for recording auto and other expenses, make our unique 1-52's annual supply just what you need to quickly keep track of commitments and expectations on a week by week basis. Senior size only.

weekly view 1-52's  
PS0134 \$73.00



**Create a winning combination for improved productivity.** Add our popular Calendar Set to ensure you get a daily, weekly, and monthly visual plan for the whole year. See page 3.

# Best Selling Planning Items

Choose from this top-rated collection of Priority best sellers, proven to make you more efficient and effective. Start with our Communication Planners - ranked #1 for keeping you on track. Arrive ready for the future with a plan for success using Priority's planning forms.

**a Communication Planner Pads** ensure essential points are covered while you maintain a complete record of two-way communications for action, filing, and easy retrieval.

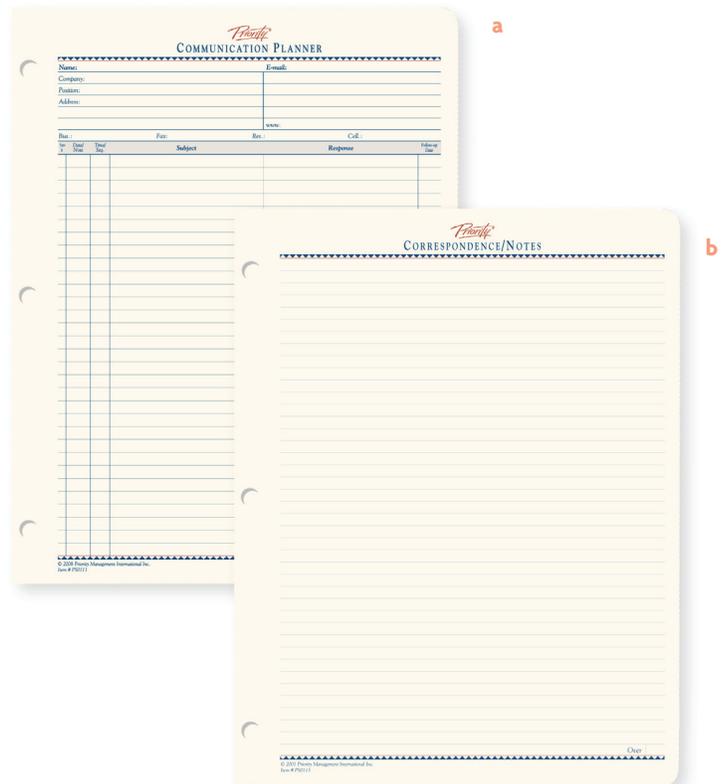
cp pad (100 sheets)

PJ0111 Junior \$9.75  
PS0111 Senior \$9.75

**b Correspondence/Notes Pads** are lined on one side, with graph on the other and, of course, let you erase repeatedly if necessary.

corr./notes pad (100 sheets)

PJ0113 Junior \$9.75  
PS0113 Senior \$9.75



# Directories

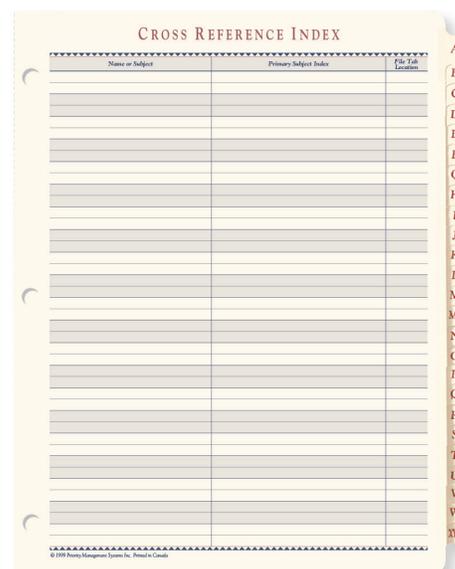
Use the directory to file and integrate information so you can retrieve and update it instantly.

## A-Z Directory with Cross Reference

for use in your Communication Retention Binder to access stored information quickly.

a-z directory with cross reference

PJ0151 Junior \$13.00  
PS0151 Senior \$13.00

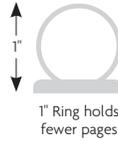


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TAXES OR SHIPPING CHARGES**

**ORDER ON THE WEB**  
[www.progressivetraining.ca](http://www.progressivetraining.ca)

# Vinyl Binders

Look professional with a brand new binder designed in Priority's uniquely superior vinyl that is often mistaken for leather.



### Zippered Vinyl Binder has

2 pencil loops and storage pockets. This is the classic, long-lasting binder our Priority Manager program graduates receive.

#### junior size

BJ2003 Black 1" \$68.00  
BJ2017 Black 1.5" \$78.00  
junior vinyl binder: 7.5" x 10.75"

#### senior size

BS2003 Black 1" \$68.00  
BS2017 Black 1.5" \$78.00  
senior vinyl binder: 10.5" x 12.5"

# Writing Tools & Rulers

Enjoy continued productivity and success by using popular writing tools that can be repeatedly erased to accommodate the on-going changes required in a time-pressured world. Snap-in Rulers in tough nylon help you locate often-used pages.



### a Erasable Highlighters

MN0341 Yellow \$3.00  
MN0342 Orange \$3.00  
MN0343 Pink \$3.00  
MN0344 Blue \$3.00

### b 'Clic' Eraser - Limited Quantities

MN0325 \$2.65  
Eraser Refills (set of 2)  
MN0326 \$2.10

### c Day Format Ruler highlights 4 steps for daily planning and has ruler markings.

day format ruler  
MJ0310 Junior \$3.75  
MS0310 Senior \$3.75

### d Month Format Ruler provides a constant reminder of the need for a balanced life.

month format ruler  
MJ0311 Junior \$3.75  
MS0311 Senior \$3.75

### e Priority Mechanical Pencil has steel clip and capped eraser.

MN0319 0.5mm \$4.50  
Eraser Refills (set of 3)  
MN0306 \$2.00

Products may not be exactly as shown.

# To Order

## Important Ordering Information

### 1. Our product guarantee:

Priority Management stands behind every product we sell.

### 2. For returns. To receive

**'return authorization'**

**please contact Andrew Sherwood and Associates Ltd. at 905-829-1111 or**

**1-800-661-7197.** We will then

gladly issue a refund, credit or exchange for merchandise that is returned with a receipt within 30 days of purchase.

Credit will be issued in same form as original payment. For credit cards, please allow two billing cycles for credit to appear on your statement. We will issue a full refund for the price of any item you return that meets these conditions. We can only refund shipping costs if the return is a result of our error.

### 3. Fax orders.

Please fill out your order form and fax it to us. Choose to pay by Visa, MasterCard or American Express, or by cheque or money order made payable to Andrew Sherwood and Associates Ltd.

### 4. Phone orders.

Call **Andrew Sherwood and Associates Ltd. at 905-829-1111 or**

**1-800-661-7197.** Please fill out your order form, in advance of your call, with the correct item numbers.

### 5. Online orders.

For fastest service go online at **[www.progressivetraining.ca](http://www.progressivetraining.ca).**

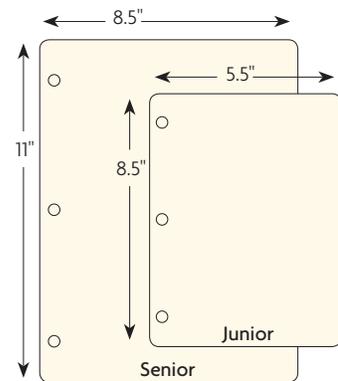
### 6. Delivery/turnaround time.

Most items can be delivered within 8-10 working days of receipt of order, subject to stock availability. If you need it faster, call your Priority

Associate to find out your options and costs.

### 7. Shipping and handling.

All orders are shipped via ground carrier unless otherwise specified. **Important note:** we cannot deliver to a post office box, so please provide a street address. For expedited shipping, call our order desk.



## Choose Senior or Junior size and 1" or 1.5" rings.

