

GETTING

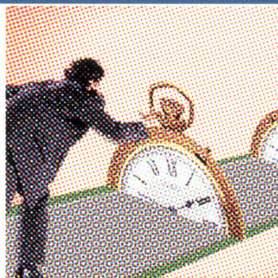
AHEAD



TEMPLE MILLAR MULTIMEDIA

WINDOWS™,  
DOS™ & CD-i  
COMPATIBLE

# *making time*



**TEMPLE MILLAR** : *developing people since 1977*

## **MAKING TIME**

Both inside and outside work, Making Time deals with the vital issue of time management. The program takes a broad look at the subject. It examines the symptoms and causes of time wasting, the links between your own psychology, your use of time and the impact of different factors on time management in the work place. Finally, it offers a set of valuable tips for making more effective use of your time.

The program has been set in the style of a phone-in. You will meet Beth, Rudy and Michael. They answer calls from people with time management problems. You can work through the program by selecting 'themes', or go to an individual caller's question.

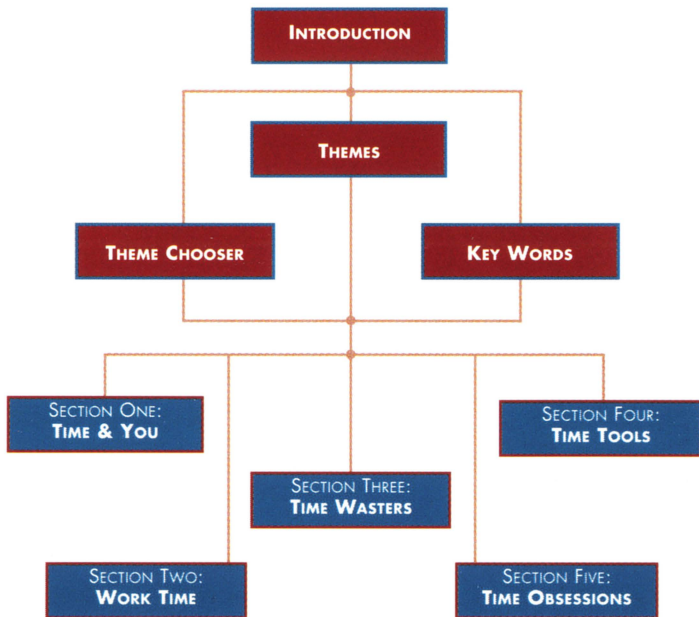
### **HOW TO USE THE PROGRAM**

You can use the program like a combination of book and video. You can choose to watch a section all the way through, or skip to another. You can choose to review a section again, as often as you want. You just click on the function buttons at the bottom of the screen and your player will take you to where you want to go.

### **TEMPLE MILLAR ...**

... have been providing management development and skills training to personnel of leading international corporations since 1977.

The diagram shows what's covered in the program, and how it is structured in each case study.



## From DOS:

Assuming the CD-ROM drive is drive D:

Insert disc into CD-ROM drive

Type **D:** <return>

Type **CD D: \DOS\_APP** <return>

Type **RUNPCD** <return>

## From Windows Program Manager:

Assuming the CD-ROM drive is drive D:

Insert disc into CD-ROM drive

Select **Ru**n.. from **File** menu

Enter D:\WIN\_APP\SETUP

## Follow on-screen instructions

This will install a copy of the application to your destination drive, and set up a new group and program item under Program Manager.

NB. The application must be installed to hard drive in order to operate correctly.

## Operation from Windows:

Ensure application has been installed correctly

Insert disc into CD-ROM drive

Open the **Getting Ahead** program group

Double-click on the **Making Time** icon.

The application will automatically search for your CD-ROM, and start the presentation. Navigate the title with the on-screen controls

Select **E**xit under the **F**ile menu to quit the application.

## Notes for Windows:

This application relies on your system being correctly configured to allow CD Audio play-back. If any problems occur you should first refer to your systems installation manual to ensure it is correctly configured.