

# 7 Killer Tactics

That will significantly improve your productivity

A Power Lunch Presentation

**The problem ...** you want to get a lot of stuff done and you know things could be improved upon – but who has time to figure that out? Especially when there's already so much to do and the demands on your time are endless. It seems everyone is overwhelmed with 'more to do' than the available time and energy to do it in.

If it feels like you've been doing things the hard way, maybe it's time to start working differently. There are simple ways to adjust how you work so that you can make a significant difference in the outcome of your workday.

**The solution ...** learn how to be more productive by discovering the 7 killer tactics that will change the way you work so you can get more stuff done in less time and with a lot less stress.

## Here's what you'll learn ...

- 🌀 Dominate your email inbox once and for all
- 🌀 Simplify your task list so you can take control of your workload and reduce the overwhelm
- 🌀 Discover the key to finally getting those big tasks done
- 🌀 The art of planning and prioritizing
- 🌀 Understand your true capacity – what you can realistically get done in your workday
- 🌀 Forget about time management – it's all about tapping into your energy and attention
- 🌀 How to get more done by strategically giving yourself a break

This presentation is packed with practical tips and plenty of interactive opportunities.

For more information or to book this  
Power Lunch, please contact:

p: 403.615.4349  
e: georgina@smartworksinc.ca  
w: smartworksinc.ca