

# Boost Productivity ... Get Stuff Done

## How to take control of your day

A Full Day Training Program

**The problem ...** office workers today are struggling with unrealistic workloads. They are overwhelmed by too many emails, too much information to filter, too many tasks and roles and responsibilities.

The pace of communication has increased dramatically and they are expected to reply, or at least be 'in the loop' constantly.

They're frustrated by interruptions and constantly multitasking in an effort to stay on top of everything

Keeping up with these constant demands on time, attention and energy is taking its toll.

**The solution ...** learn how to maximize the four critical factors that contribute to your overall performance – workspace, productivity tools, personal performance and self-care – to build a solid and sustainable workflow.

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

- 🌀 How to find paper and electronic documents within seconds
- 🌀 Dominate your email inbox instead of being at its mercy
- 🌀 Manage your important tasks, projects and ideas
- 🌀 Learn practical productivity theories that actually work
- 🌀 Discover your energy prime times for realistic planning
- 🌀 Tips & tricks to limit interruptions that sabotage your schedule
- 🌀 Learn to overcome procrastination tendencies
- 🌀 How taking care of your fundamental needs plays a significant role in how productive you are

**Course format ...** 1 Day: 6 hour workshop

For more information or to book this workshop, please contact:

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