

Work **Smarter**, Not Harder

Driving Results at Work

A full day training program

The problem ... Many professionals say they want to ‘work smarter, not harder’ but without a clear plan and strategy for their workday, many people end up overcommitted, overwhelmed and over worked.

Working smarter is about developing a strategy that fits you and the work you do. It requires developing habits, tactics, and tools that work with your work style and personality. It involves making conscious decisions about what you will do and how you will do it, and it entails skillfully setting up and upholding work boundaries.

The solution ... discover the productivity strategies that will change the way you perform on the job so you can work smarter, not harder.

Here’s what you’ll learn ...

- 🌀 Discover how to invest your time like money to get the greatest return on your investment
- 🌀 Identify how to achieve both professional and personal goals by planning effectively
- 🌀 Tailor scheduling, planning and organization best practices to your personal style
- 🌀 Review tactics that facilitate habit change and maximize your productivity
- 🌀 Analyze how to manage resources effectively and efficiently
- 🌀 Acquire the tools to manage expectations and to say “No” when appropriate

Course format ... This program is delivered in 6 hours split into 2 3-hour sessions each

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

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