



Workshops & Power Lunch Outlines



Inspire | Learn | Energize

Productivity and time management training can boost people's morale and improve the quality of their workday.

Smartworks! Productivity & Organizing Solutions offers workshops that are practical, interactive, and provide real-world solutions to current day productivity and organizing challenges.

Lunch & Learn Workshops

7 Killer Tactics	1
9 Silent Productivity Killers	2
Email Overload	3
Less Stuff More Life	4
Stacks, Piles and Files	5
The Art of Planning and Prioritizing	6

Half Day Workshop (3 Hours)

Dominate Your Email	7
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*6 Hour Workshop Split

*Workshop is broken down into 3 hour sessions across 2 days

Boost Productivity	8
Productivity Skills & Tools for Managers and Business Leaders	9
Work Smarter, Not Harder	10

**Don't see a topic you need?
I can customize a workshop training to suit your team's requirements.**

Ready to get started?

Let's start with a complimentary chat to discuss your goal, time frame, and budget.
From there, we'll determine the next steps together.

Get in touch with me today for more information, or to book a workshop.

I can't wait to connect with you!

Georgina Forrest, CPO
403.615.4349
georgina@smartworksinc.ca

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.

The 9 Silent **Productivity** Killers

And how to beat them

A Power Lunch Presentation

The problem ... You want to get a lot of stuff done but you know you're not being as productive as you should be. Some days you promise yourself you're going to kick butt and knock off a bunch of things, but when 5:00 rolls around you look back on the day and realize you haven't gotten much accomplished at all. You know you worked all day so how can that be?

There are certain productivity killers that are constantly in your everyday life, and you may not realize what they are or how big of an impact they're having on your work. Increasingly, you're bombarded by more and more information and distractions and if you're not careful, you can get caught up in being busy without really moving forward.

The solution ... Spend one hour discovering the 9 silent productivity killers you face every day and how you can easily fight them off so you can get more important stuff done in less time and with a lot less stress.

Here's what you'll learn ...

- 🕒 The 9 productivity killers that are deadly to your productivity
- 🕒 Understand procrastination so you can finally beat it
- 🕒 Overcome the overwhelm that paralyzes you
- 🕒 Cut down on interruptions and distractions that kill your momentum
- 🕒 How your energy and emotions can make or break your day
- 🕒 Get control over email
- 🕒 Perfection vs good enough
- 🕒 The surprising strategy that will help you get more done

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

The Art of **Planning** & Prioritizing

How to take control of your workday

A Power Lunch Presentation

The problem ... Like most people, you probably start your workday with the intention of having a productive day. But, as the day rolls on, you find yourself fielding multiple urgent demands, interruptions and fires while watching your task list grow and your priorities for the day slip further and further down the list.

And how on earth can you prioritize well, when everything seems like it's a priority? With more tasks to do, non-stop emails and higher expectations, deciding what deserves your attention can quickly become overwhelming.

The solution ... this workshop will show you how to use best practices for planning and prioritizing so you can self-manage your day in order to maximize your potential, and leave you with a sense of accomplishment at the end of your workday.

Here's what you'll learn ...

- 🕒 Calculate the real time you have available to do your work
- 🕒 Discover your energy prime times for realistic planning
- 🕒 Learn how to harness the power of your calendar
- 🕒 Implement a weekly wrap up to stay on track of your priorities
- 🕒 How to become a time multiplier

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

Email Overload

How to get that bulging inbox under control

A Power Lunch Presentation

The problem ... Reading and responding to a large volume of email takes up precious time and most other work ends up taking a back seat to this daily chore. As a result, you get behind on projects and work late just to catch up.

Email has become the unproductivity tool.

When it's managed appropriately, email is a useful communication tool, but many people feel overwhelmed by the volume of incoming messages and the need to manage and respond to it all. However, there are ways to manage email so that you're actually more productive.

The solution ... Learn how to get that bulging inbox under control instead of being at its mercy. You'll also discover the strategy that will keep it that way.

Here's what you'll learn ...

- Your true capacity for email
- How to dominate your email inbox
- Get your inbox down to zero – yes, you read that right
- Change the one habit that could be derailing your day
- Set email expectations
- Tips & tricks for email efficiency
- And a little bit more ...

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

Less Stuff ... More Life

How to create the life you really want ...
without all that excess stuff

A Power Lunch Presentation

A Power Lunch Presentation

The problem ... You spend too much time looking for misplaced items, the magazine rack is overflowing, the kitchen table holds a week's worth of mail, the stairs are an obstacle course, and you're pretty sure it's official: you're in dire need of some serious clutter control!

Having too much stuff can not only drain and frustrate you, it can make it difficult to get stuff done, and it can get in the way of enjoying, not only your home but also your very life. Instead of your stuff bringing you joy ... it's stressing you out!!

The solution ... Spend one hour learning about the ins and outs of getting rid of excess stuff in your life so that you can have a life. Don't miss this opportunity to get your home and – most importantly, your life – back in shape.

Here's what you'll learn ...

- 🕒 Your stuff may be costing you more than you realize
- 🕒 How to navigate the tough decisions of letting go of stuff
- 🕒 How to plan your organizing project successfully
- 🕒 How to keep it organized

There really is a simpler, easier way to live.

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

Stacks, Piles & Files

How to clean up your workspace

A Power Lunch Presentation

The problem ... the average office worker wastes 4.3 hours per week searching for paper, which increases stress and reduces concentration and creative thinking.

You could be losing up to an hour of productivity every single day searching for missing information!

A disorganized desk leads to misplaced documents, lost information and increased stress.

It also impacts how people view you – your co-workers are judging you based on how clean or dirty you keep your workspace. Yikes.

The solution ... a workshop designed to help you clean up your office space, your paper files and your digital files, so that you can manage the incoming stuff and stay on top of it all.

Here's what you'll learn ...

- 🕒 How to reduce the amount of information you keep
- 🕒 Easily set up a file system to manage all of your documents
- 🕒 Stay on top of time sensitive documents and projects
- 🕒 Finally clear off that desktop
- 🕒 Get your digital files under control

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

Dominate Your **Email** Inbox

An action-based email strategy

A Half Day Training Program

The problem ... It's Monday morning. You sit down at your desk and feel that familiar sinking sensation in your stomach. It's not the dread of the day ahead ... it's the dread of facing your email inbox. Reading and responding to a large volume of email takes up precious time and most other work takes a back seat to this daily chore. As a result, you are behind on projects and work late just to catch up.

Email has become the unproductivity tool.

When it's managed appropriately, email is a useful communication tool, but many people feel overwhelmed by the volume of incoming messages and the need to respond to it all. However, there are ways to manage email so that you're actually more productive.

The solution ... Half a day is all you and your team will need to learn how to get that bulging inbox under control and discover the strategy that will keep it, dare I say ... empty!

You'll learn how to ...

- Process your email vs just reading it
- Reduce time spent on email
- Use rules and filters to reduce email that's filling up your inbox
- Turn emails into actions that get the attention they deserve
- Get your inbox emptied and keep it that way
- Control your email instead of being at its mercy

Course format ... This program is delivered as a ½ day workshop training. It includes real-time email decluttering and organizing while online. I'll be there right with all of you to address any questions or concerns, as well as discussion about your own ideas on how best to set up your email system.

Maximum attendees: 10

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

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

Page 7

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

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Page 8

Productivity **Skills & Tools** for Managers & Business Leaders

A full day training program

The problem ... Managers and business leaders face a specific set of challenges when it comes to productivity and time management.

Not only must they manage themselves, but they must make the time to train, develop and supervise the work of others. Dividing ones' self between all the demands and expectations of the role can be stressful.

It can be difficult to plan and schedule their days when the responsibilities of a manager no longer include executing on specific tasks.

Strong leadership is critical for good productivity, and good productivity is critical for strong leadership.

The solution ... discover how to combat common pitfalls of time management and build a toolbox of skills for effectively and efficiently increasing personal productivity.

Here's what you'll learn ...

- 🕒 Clarify productivity strengths and weaknesses using the Smart Productivity Assessment tool
- 🕒 Implement structures to help manage email volume
- 🕒 Think strategically about productivity, tasks, and time management
- 🕒 Apply practical time management skills for scheduling, planning and prioritizing work
- 🕒 Make stronger choices as to how to manage the hours of the workday
- 🕒 Practice better self-care to enhance personal productivity

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

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