

## Ever wish you could get twice as much done in half the time?

**Be more productive, efficient and effective with our proven program:**

### Time Management for Exceptional Productivity with Coaching

#### Part I: (Day One-Morning)

**A customized, three hour seminar jam-packed with proven methods for:**

- Conquering procrastination & perfectionism
- Staying focused and removing productivity barriers
- Tackling paper stacks
- Reducing unnecessary filing
- Effective task & project management
- Making more efficient use of one's calendar
- Minimizing office clutter using the CFO (Clear, Fast, Organized) System
- Implementing "real time" techniques such as Desk Rescue
- Breaking habits that have a negative impact on productivity
- Saving time and managing distractions through use of *Interruption Etiquette*

Participants will leave Part I with a **Personal Action Plan** designed to achieve break-through results in 30 days.

We remember 50 percent of what we hear and see.  
We remember **90 percent of what we DO.**

#### Part II: (Day One-Afternoon)

##### Live Coaching

The remainder of the day will be a "roll up the sleeves," on the job implementation of what was covered in the morning seminar. Our Organizing Expert circulates in the work space and, depending on what is needed by each individual, she will coach, educate and motivate participants to apply the tools they've learned to become more personally productive and to meet the objectives of the organization.

#### Part III: (30 days)

##### Follow-up

- Weekly organizing email reminder for 4 weeks after initial program
- On demand phone coaching for any participant during four week period following Parts I & II
- One month after Parts I & II, our Organizing Expert will spend a half-day on site to deliver a follow-up program and work with each participant to ensure they are on track with their Action Plan.

**Increased productivity is just a phone call away. Call today! 865-607-9460**



**Finally a time management program that focuses on application instead of theory!**

**Participants will graduate from this comprehensive 30-day program with expanded capabilities to:**

- Effectively make use of available office space
- Find things quickly and easily
- Reduce those energy-sapping stacks
- Focus
- Produce more in less time
- Decrease stress and increase job satisfaction
- Manage work assignments more easily, even when overloaded

**“I had no idea how big an improvement “Clutter-free & Organized” training would make in the operation of our business. It is one of the best investments we have ever made.” Deborah Stevens – Lewis, King, Krieg & Waldrop, P.C.**

**Bonus! Each individual receives:**

- Their own copy of the book, *Clutter-free & Organized: Fast, Easy Organizing Solutions for Paper Piles and Your Office*
- A certificate of completion
- Post-completion monthly emails featuring valuable organizing tips

**Program length – 30 days**

**Call to schedule today, while everything is in front of you! 865-607-9460**

