

# Putting the PRO in Productivity

This 3-hour workshop sets you up for ultimate success in your workplace with simple, adaptable, realistic tools for tackling the following issues related to disorganization:

- ✓ Creating Productive Spaces – de-clutter your life, and lose the piles once and for all
- ✓ What's on Your Plate – a system for getting control of your daily workload (paper form)
- ✓ Taming the Technology Tiger – get your email inbox to ZERO and keep it that way
- ✓ Get Realistic about Productivity – a system for setting your daily and weekly schedule up for success
- ✓ Multitasking vs. Unitasking – the fine art of FOCUSING
- ✓ Overcoming procrastination and perfectionism
- ✓ Follow up and follow through – ongoing mindset, accountability, & responsibility coaching
- ✓ Creating and maintaining home systems as well

## All so that you can achieve:

- ✓ Total efficiency and productivity in your workplace – same work done in less time!
- ✓ Confidence and reliability regarding colleague and client responsiveness and deliverables
- ✓ Anxiety-free management and processing of daily incoming emails
- ✓ Eliminate risk of “dropping balls” due to disorganization and lack of systems
- ✓ Improve and restore reputation for getting things done
- ✓ Focused work time slots on daily calendar to complete important projects

## Wendy to Provide:

- 2 to 3-hour in-house workshop at your organization
- All systems/strategies for the issues outlined above
- Materials for all systems
- Cost determined by several variables including:
  - How many attendees
  - How long to present
  - Wendy's book for every attendee
  - 1:1 time for each attendee before the workshop



*Wendy.*  
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