



GET  
MORE  
DONE  
  
MAKE  
MORE  
MONEY  
  
HAVE  
MORE  
FREE TIME  
  
...FAST!



## Systematize Your Way to Success

This 6-month program 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-cluttering 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 — getting your email inbox to ZERO and keeping it that way
- ✓ Get Realistic about Productivity — a system for setting your daily and weekly schedule up for success
- ✓ Multitasking vs. Uni-tasking — the fine art of FOCUSING
- ✓ Overcoming procrastination and perfectionism
- ✓ Follow up and follow through — ongoing accountability & responsibility coaching

All so that you can achieve:

- ✓ Total efficiency and productivity in your workplace — same work done in less time!
- ✓ Confidence and reliability regarding 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
- ✓ Focused work time slots on daily calendar to complete important projects
- ✓ Ultimate peace of mind in your work so you can enjoy your well-balanced life

### What You Get:

- All systems/strategies for the issues outlined above
- Materials for all systems
- Wendy's book, “Enough is Enough, Get Control of Your Stuff!”
- 2 One Hour sessions per month (in person, phone, or zoom)
- Phone/Email/Text Access to Wendy M-F 8a-6p
- Private Face Book Group for community
- Ticket to Live Mastermind Event in Atlanta (TBD)

**Total Cost: \$1,000 per month for 6 months (\$6,000)**