

# WorkSmart

PRODUCTIVITY SKILLS FOR KNOWLEDGE WORKERS

- Demonstrate your value
- Boost effectiveness
- Increase control over your workday
- Find a healthy work-life balance

The way we work has changed. Workers are increasingly measured by the value they generate through business ideas, research, and innovation. To make their highest-value contributions, workers must manage their energy and brainpower in new ways.

## WHAT'S THE SOLUTION?

Our *WorkSmart* training program teaches practical strategies you can apply the next day to immediately improve work performance, boost your value as an individual contributor... and increase job satisfaction. Based on the book *NEVER CHECK EMAIL IN THE MORNING*, by New York Times bestselling author Julie Morgenstern, the course has been adopted by Fortune 500 firms globally to make individuals and teams more effective.

## WHO SHOULD ATTEND?

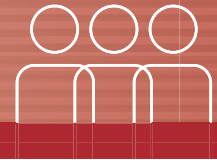
Knowledge workers at all levels: executives, senior and middle managers, support staff, salespeople, professionals in operations, marketing, communications, research and development, finance and client services.

## WHAT IS THE PROGRAM?

*WorkSmart* is a full day, instructor-led program featuring a rich variety of highly interactive activities designed to reinforce learning, build skills and increase retention

- Combination of lecture, individual and group exercises role-playing, case studies, group discussion, and video.
- 4 Dynamic Modules to jumpstart productivity
  - » Choose the Most Important Task
  - » Create the Time to Get Things Done
  - » Control the Nibblers
  - » Embrace Your Work-Life Balance
- Action plan developed by each attendee upon completion.
- 4 to 8 week follow up Group Coaching calls to convert commitments into habits.
- Measurement tools to track the impact of training before and after the course.

# WorkSmart



## WHAT WILL YOU LEARN?

WorkSmart teaches that good time management lies in far more than keeping track of what you need to do; it's about managing your energy and brainpower to boost productivity and increase performance. You will learn how to:

- Work fewer hours while accomplishing the same or more amounts of work
- Recover at least one hour per day to devote to critical, high-level tasks
- Become more pro-active and less re-active
- Eliminate the time lost to paralysis when facing a monumental to-do list
- Consistently and confidently choose to do priority tasks first
- Effectively plan the day and week
- Break overwhelming projects into manageable steps
- Avoid unnecessary interruptions
- Develop the ability to concentrate in a highly distractible environment
- Optimize time off in order to effectively rejuvenate for peak performance

## WORKSHOP TUITION

1-5 People \$395 each

6-10 People \$385 each

10+ People \$375 each

## PROGRAM RESULTS

After attending the workshop, participants report on average a 42% increased sense of control over their workday, and 49% increased satisfaction with their work-life balance.

	Before Training	After Training
Hours spent at work	50	42
% of to-do list completed each day	58%	90%
Hours per day on high-level tasks	.5	3.5
Hours spent on email per day	3.5	2
Hours spent on interruptions daily	3	1.5

## ONE DAY WORKSHOP INCLUDES:

- Participant Workbook
- Wallet Size Reference Guide
- Next Action Sticky Note Pad
- Jump Start Action Plan Booklet
- WorkSmart Branded Running Efficient Meeting Notepad
- Never Check Email in the Morning Textbook
- WorkSmart Branded Organizing Pad Folio
- First-rate JME Certified Facilitator
- Money-back Guarantee

*"The productivity of the knowledge worker will determine the success and achievement of the individual, the success and in the end, the competitive survival of the organization, the prosperity of the nation, and its standing in the world economy." Peter Drucker*

## WORKSHOP DATES, AGENDA & REGISTRATION

For most current dates, locations, full day agenda please visit our website

[www.juliemorgenstern.com/Corporate.php](http://www.juliemorgenstern.com/Corporate.php)

or call us @ 212.586.8084



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