

Organize your workday and get more time at your disposal!

- an intensive course in personal efficiency

During one half-day seminar you will learn:

- How to manage your tasks easily, whatever they may be
- How to store documents so that they are easy to find when you need them
- How to keep your desk free of paper piles without losing any important material
- How to handle e-mails more efficiently
- How to swiftly follow up tasks that others have undertaken
- How get the right things done at the right time

(But what is the result? – See next page.)

Welcome!

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Results

You will **accomplish more** when documents are stored in a consistent way, as you spend minimum time searching for the documents.

You will **use your creative energy** where and when it is mostly needed instead of tiring out your brain while keeping everything in your head that you have to do.

Your desk will be tidy every day, as documents that are needed at a later occasion are easily stored and will reappear on time - at no time before or after.

You will **answer e-mails more rapidly**, as you will have a method for quickly determining what to do with whatever arrives in the inbox.

You will be able to **enjoy your spare time** more since everything you earlier had to keep in your mind is securely stored in your new system (electronically or on paper).

You will **achieve more** at the same amount of time, as you will be able to hold your meetings more effectively, shorter and productively because now, they are well structured.

You will do **the right things at the right time**, as you have an excellent overview of what there is to do which makes it easy to prioritize among the tasks.

A couple of earlier participants say:

"Good, concrete advices that can be applied directly into my everyday work."

"Three very well spent hours!"

Average marks so far: 8,2 out of 10.