

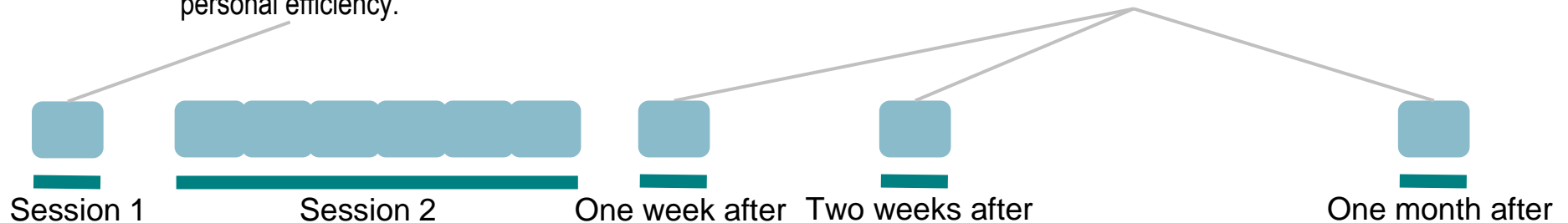
# Individual sessions in personal productivity

## Introduction and methodology

We take a look at how you organize your work today. We will go through a method, tools and some principles for increasing your personal efficiency.

## Follow up sessions

You have worked in accordance with the new method for a while and probably experienced both adversity and success. We will make any necessary adjustments and I will help you refine your way of working.



## Process everything and practice

You have made yourself unreachable. Together we collect every task you keep in your head, on post-it-notes, in the mailbox, and all the material in your piles of paper and structure it all into to-do lists, reference material et c. At the end of the day, everything is taken care of in a systematic way, using the new method. Your desk is emptied and tidy.



# 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.