



Managing Information Overload: Working Effectively in the Information Age

Do you feel that you're drowning in information—email, voice mail, faxes, interoffice and snail mail? Are you feeling so overwhelmed it's hard setting priorities, and then sticking to them? Are you able to get the most important tasks accomplished in a day? Do you rush at the last minute to put together projects you've had weeks—or months—to work on?

Learn how to manage your time using proven strategies and technologies to accomplish your top priorities. Understand the nuances of solutions for common time challenges. Learn how to organize your life for ease and action.

In this interactive seminar, we'll discuss how to keep on top of your commitments and manage your life with more ease. You'll walk away with new ideas, new determination, and new tools to help you keep organized. Come to this seminar and get your life in order!

Key Benefits of Attending:

You'll gain 1.5-2 hours per day of productive time.

Our studies show, that 10 weeks after our seminars, the wasted time that participants turn into highly productive time is 1.5-2 hours. That's almost 48 days per year! It sounds too good to be true, but the research proves it.

You'll get the most important tasks accomplished.

Many people spend much of their time working on tasks which have nothing to do with their life and career goals. You'll learn to focus on tasks which are important to you.

You'll see you have more control over your time than you previously thought.

Most people give their time away freely, then resent it later. You'll see that you can take more control of time wasters.

You'll learn simple, inexpensive ways to maximize technology tools you probably already own.

We're not going to tell you to buy a lot of equipment in order to become more productive. In fact, you most likely have many of the tools we'll discuss. You just aren't using them as effectively as you could. You'll learn about new concepts and techno-tools that can help you accomplish more.

You'll understand what we're talking about, even if you're technologically inexperienced.

We'll speak in plain English, not techno-babble. We won't ask you how much RAM you have, what the size of your hard disk is, or what version of your operating system you're running. Most of these things are irrelevant to what we'll discuss.

You'll walk away with specific ideas you can apply tomorrow.

You'll not only get ideas, but the motivation to act on those ideas. You'll see that productivity improvement is much simpler than you may have thought.

Morgan Seminar Group

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You'll learn how to organize your life for ease and action.

Organized people don't have a secret gene—they just have some secret techniques, and they apply them. You'll learn techniques that will help you put your life in order. You'll understand where to focus your efforts to change your time habits for the better.

You'll learn how to set up your work area to silence the clutter.

Most people's work areas are filled with papers and computer messages nagging them for attention. They're screaming "read me," "send me," "write me." You'll learn how to quiet—or silence—your visual noise.

A Proven Agenda (full-day, or delivered in 2 half-days)

Uncover your attitudes about time and how they affect your time usage

The 4 T's of Time Management: Trash, Tickle, Transfer, and Take Action

"Trash"—dumping/deleting unneeded tasks and items

"Tickle"—filing items until later—and finding them when needed

"Transfer"—delegating tasks effectively—even when you don't have direct reports

"Take Action"—prioritizing and acting on your priorities

Salvage Scrap Time

Utilize the small pieces of time in your day to be productive—or to relax.

Organize Your Life

Create filing systems (paper and electronic) that will work for you

Conquer the paperwork/e-mail mountain

Calendar your life effectively

Tame your tele-monster (phone)

Create quiet time to focus on thoughtful projects

Utilize your "to do" list most effectively

Silence Visual Noise

Learn how to set up your work area to silence the clutter

Technology Tools to Help You Be More Effective

Automate

Learn how macros/scripts can streamline your work

Enlist electronic filters to deliver personalized news and information

Voice recognition

Explore the pros and cons of this technology

E-Mail

Do's and don'ts

Avoiding Flame-O-Grams

Fax Modem

Why fax to/from your computer

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PIM/Networkable calendar

Track events, in-office meetings and other commitments.

Automatically updates changes

Set an alarm to remind you of client calls to make

PDA/Personal Digital Assistants

Calendar, address book, note pad, to do list, calculator

These simple yet sophisticated techniques have helped thousands across the country, and they can work for you.

Course Objectives:

Participants will:

- Understand how to get better results from their time.
- Know how to maximize their current personal resources.
- Understand that their attitude and behaviors are the key to better usage of their time.
- Be provided with specific tools and skills.
- Understand how to be more effective and efficient.
- Know how to maintain their relationships with co-workers, staff, and customers, and still get their tasks accomplished.
- Know how to not be rude or become a time fanatic, but to be able to get more done and still have people like and respect them.
- Learn the nuances, yet rarely shared, tips on commonly taught techniques.
- Comprehend how to automate repetitive tasks.
- Discover why it is wise to fax from your computer.
- Understand how to keep on top of your schedule.

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