WorkingSm@rt®

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Priority®

The global solution
for
overloaded inboxes,

endless to do lists
and
constant reactivity.

The Need is Urgent

"Workload management" refers to the way we respond to the massive amounts of information, requests, communications and priorities we face each day. In today's high-speed, high-tech environment, most people find their work driven by the LIFO principle; Last In, First Out. This throws the entire organization into "reactive" mode. People feel they lack control, and stress levels increase. The possibility that something important will fall through the cracks becomes imminent. Productivity suffers and resources are wasted.

Without a successful workload management process and a supporting tool, it can be difficult to turn high priority innovations and strategies into realities. Think of it this way, if you spend your entire day responding to email, how will you be able to achieve high value goals?

The Solution is *WorkingSm@rt*®

A significant piece of the solution is changing the time and workload management behaviors we've cultivated throughout our career. The "game" has changed so the ways we manage the new volume and type of work has to change as well.

WorkingSm@rt® is a time and workload management method designed to help busy people take control of their day and enhance their productivity and performance. It is taught through workshops and individual coaching, and provides hands-on instruction that helps learners incorporate these proven techniques into their day and create a complete workload management system.

Our goals are to give people the ability to streamline their day, alleviate "mind traffic" and ensure that absolutely nothing can slip through the cracks. This approach enhances overall productivity and efficiency while reducing stress and the feeling of being overwhelmed.

WorkingSm@rt® creates a shared and common process around shared, common tools to achieve shared common outcomes.

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THE *WORKINGSM@RT*® EXPERIENCE

To achieve our results, *WorkingSm@rt*® *is* typically delivered as a comprehensive learning initiative which consists of:

- Delivery of the initial workshop, *WorkingSm@rt*® through three **90-minute virtual sessions**.
- Learning/reference guides and training materials.
- Program evaluations and evaluation reports.
- **One-on-one personal coaching session** for each participant.
- A post-workshop reinforcement strategy, **Learner for Life**, which gives participants access to ongoing support through monthly tips and regular webinars to stay more productive than ever.

TARGETED OUTCOMES

By the end of the *WorkingSm@rt*® initiative, participants will demonstrate their ability to:
- Control their email inbox and other sources of digital clutter.
- Think and work more proactively.
- Manage a large volume of action items from a variety of sources.
- Plan and prioritize daily tasks in an environment of shifting priorities.
- Recover more quickly from interruptions.
- Eliminate digital clutter.
- Work more productively and effectively within a team.
- Link actions to long and short-term strategies.
- Distinguish the important from the urgent and incorporate high-value strategic tasks into their daily plan.

IMPACT

Each year we survey our "graduates" and ask them to report on the lasting effects of *WorkingSm@rt*®. In 2017 the responses from over 28,000 graduates from around the globe were summarized in an Effectiveness Report. The survey demonstrated that *WorkingSm@rt*® consistently allowed people to gain an **additional 53 minutes/day** of productive time.

With that outcome, individuals quickly calculate the payback period on their investment is relatively short, and they will continue to reap the benefits of this additional time every day.