

Getting Things Done®

Objectives:

ProWork® Training delivers the core self-management methodology to handle today's intensity and volume of communication, workflow, and responsibility. It introduces a revolutionary, holographic, intuitive approach to maintaining a clear-headed executive focus in a world of ambiguity and overwhelming commitments.

The seminar principles have transformed organizational cultures and many lives. Immediately practical, it organizes all pending activities within a seamless system ensuring control and successful completion. It offers highly effective techniques for dealing with paperwork, email, commitments, and internal thinking, while enhancing creativity and flexibility.

Participants invariably experience a new sense of relaxed control and greater ability to focus and follow through toward meaningful objectives.

Contents:

- Capture anything and everything that has your attention
- Define actionable "next steps" with focus on outcome tangible results
- Organize reminders and information in appropriate categories, to keep everything in view
- Easily access and choose the appropriate next action
- Keep yourself continuously updated with ease
- Stay in the game with the appropriate frequent reviews of your work
- Develop further reach in your life by adding higher levels of planning, such as purpose, vision, goals, areas of focus and projects
- Make the connection between these five areas and your actions (where the rubber meets the road)

Customer Voices: <http://bit.ly/Empfehlungen>

Further information: http://www.immediate-effects.com/en/getting_things_done

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