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**Feel energized, focused and inspired as you regain control of work and life. Strengthen your system for managing, learn to lead productively, and maximize your use of Microsoft Outlook. Our one-day, side-by-side personalized workshop is tailored just for you!**

Most professionals start each day with a parade of voicemail, email, paperwork, interruptions, and responsibilities. Stress takes over and by the end of the day, they're wondering: ***What have I forgotten? How did my to-do list get longer?***

EDGE for Professionals 1 to 1 is a customized program with a consultant desk side to address your unique challenges and goals while using our proven Self-Management Model with the full power of Outlook. After engaging in this workshop, you will be more productive and experience repeatable results - allowing you to be more present and effective in all areas of your life.

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## The Efficiency Experience

Learn productivity using the Outlook system you use everyday. Our productivity specialists lead one professional through an eight-hour workshop. The participant will log on to their individual systems and workloads instantly decrease during the workshop. By class end your electronic desk will be clear and you will return to work with a life-changing philosophy!

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## EDGE Concepts

**EMPTYING** – Learn our ***Clean Up and Clear Out Model*** to manage collection points.

**DECIDING** – Use our proven ***Self-Management Model*** to make decisions and take action.

**GROUPING** –Organize ***Outlook*** to maximize best features and create a seamless system.

**EXECUTING** –Streamline your systems with an emphasis on ***Prioritizing, Reviewing, and Doing.***

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## Our Commitment

- Gain 1-2 productive hours per day and increase output by 15-20%.
- Manage and reduce interruptions, email, and information searches.
- Create action items and organize outstanding work including delegating and intake calls.
- Integrate email, vmail, meetings, paper files and more, using existing accounts.
- Create tracking systems to delegate and keep work moving.
- Manage day-to-day tasks efficiently, using our unique process.
- Design projects for maximum impact and set long-term goals.
- Learn skills to stay focused, relaxed and empowered.

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## The Ideal Client

This course is designed for senior level professionals and leaders who delegate and need a quick-paced, hands-on, blended strategic and tactical offering. Gain immediately usable techniques with results that last.