



Rome was not built in a day...

But your people can be much closer to performing at their personal best after the first 90 minutes with us...

**Equinox Associates Presents
The Lunch 'N Learn Series© of
Foundation Productivity Workshops©**

In order to have well rounded extremely productive lives, with a healthy work/life balance, busy professionals need to enhance several habits to maximize efforts, as we all live and work in this information age.

At Equinox, we focus on four major components to achieving such a life:

1. First we introduce the concept of maximum productivity coupled with a healthy work/life balance and we address each participant's unique challenges to accomplishing this healthy blend.
2. Next we create space to think, by clearing out physical work areas of anything unnecessary and setting up a system to maintain a new efficient order.
3. The next component is to address any areas, where participants are leaking time and establishing Profitable Habits© that easily refocus their energies, when the emergencies of the day, pull them off course from desired goals.
4. And finally, we help busy professionals design a personal success strategy or game plan to guide success on a daily basis.

Step One –

Find Balance As You Juggle It All©

Between 10+ hour work days, family and community obligations, and personal commitments, it's easy to feel as if you can't possibly get everything done, much less have quality time for relaxation. This results in a feeling of overwhelm and exhaustion, and diminishes performing to one's full potential.

This **90-minute overview** provides participants with practical tools to get the process started and “see the light at the end of the tunnel” with regard to fitting their whole life into their game plan. We will reveal tips and techniques to help you attain balance in the midst of a hectic schedule. Participants will begin the process to:

- Thrive instead of just survive the management of life and work details.
- Create systems that increase productivity
- Learn boundary setting skills to manage daily interruptions
- Design “Profitable Habits” to work smarter
- Start a personal plan to return to priorities after being derailed

Participants leave this workshop with a renewed enthusiasm about being able to manage their life *and* their job. They will also have their **initial action plan** to launch their unique journey of organization, time management and work/life balance.

Once your staff has experienced this mini workshop, we recommend the following series as a next step to “keep the ball rolling” on a more productive and balanced team.



Step Two -

S.P.A.C.E. in the Office...Organization for Maximum Effectiveness©

(S ystems and P ractices to A ccelerate C reativity and E ffectiveness)

For many busy professionals, achieving peak performance seems out of reach, or even worse, an insurmountable feat. Hidden personal roadblocks often cause them to veer off-course, and most don't have the tools to get back on track. What these people need are guidelines to access their personal best and the methodology to stay on their path to success.

In this **Lunch 'n Learn series**, we will reveal the common obstacles to personal effectiveness and more importantly, how to obliterate those obstacles. Your staff will learn how to:

- Determine personal “keys” to unlock their most productive self
- Create an organizational system tailored to their unique work style
- Setup their filing system for easy retrieval... every time!
- Develop a practice to “clear the slate” when needed without losing documents
- Design their own unique S.P.A.C.E. program to regain control of their hectic lives

This is a great next step for employees at every level. This six-hour workshop is delivered at the pace your staff can move. Each 90-minute, Lunch 'N Learn session will cover a module to guide your staff through the process of setting up their ideal workspace to maximize personal productivity.

Six-Module Lunch 'N Learn Program

Nominal pre-work is required, (incl. digital photos of participant's current workspace)

Module One – Gain Control of Your Office Space – An Overview

Module Two – The **Big Picture**... Purge, Sort, Arrange

Module Three – A Clear **Desk Top** Virtual Tour

Module Four – **Filing** For Easy Retrieval

Module Five – Bits and Pieces... Or, the “**I Don't Know What To Do With It**” Pile

Module Six – **Maintaining** Your New Order

Wrap Up and Review

Participants leave this workshop with a comprehensive plan to get organized at work and, in most cases, completely transform their workspace. They also have the tools to maintain their newfound order and a strategy to work most efficiently and effectively.

For best results and a more customized series, we ask you to provide digital photos of participants' offices and other organizational challenge areas.



Step Three -

T.I.M.E. in Your Day...Time Management Anyone Can Master©
(Techniques for Integrating the Management of Everything)

Time! It seems to be our number one challenge today. How do we fit it all in? With the rate at which business is conducted today and all the details that are waiting at home, busy professionals need several techniques to help them manage their time and regain control of their hectic lives.

In this **Lunch 'n Learn series**, we will walk your team through a process to develop a clear strategy for identifying top priorities, accomplishing key tasks and managing interruptions but without needing to work harder to make it happen! Additionally, this workshop focuses on fitting your entire life into the time you have. Equinox will help participants organize the many pieces of their time management puzzle to improve productivity along with personal satisfaction.

Like the S.P.A.C.E. series, this six-hour workshop is delivered at the pace your staff can move. Each 90-minute, Lunch 'N Learn session will cover a module to guide your staff through the process of designing their day to maximize their efforts and decrease interruptions, whether those interruptions are generated by themselves, the workload or others. Participants work on their personal process improvement through journaling and developing support structures for success.

Six-Module Lunch 'N Learn Program

A completed pre-work questionnaire is required.

Module One – Regaining Control – The T.I.M.E. **Budget** Process

Module Two – **Discontinue the Irrelevant**

Module Three – **Delegation** Wizardry

Module Four – Improving Your **Systems**

Module Five – Controlling **Disruptions**

Module Six – Following Your **Rhythms & Rejuvenation**

Wrap Up and Review

Participants leave this workshop with a new confidence and clear plan to regain control of their time. They will have a full understanding of their personal productivity blocks and the methodology to obliterate those blocks, and will also obtain several tactful ways to avoid the friendly but distracting interruptions from others at the workplace.



Step Four -

G.O.A.L.S. Made Easy...Becoming Proactive Rather Than Reactive©

(Gracefully completing Objectives for Accomplishment with Leadership and Satisfaction)

Most people never reach their full potential, not because they are unmotivated or lazy; rather, they don't have clear goals and the necessary reminders to drive their daily efforts. As a result, they are pulled by the emergency of the hour and often make poor decisions about how to use their time. By becoming crystal clear about goals and the motivation behind those goals, both professionally and personally, already busy people become more adept at using their time wisely. Hence, productivity increases, as does satisfaction about work results.

In this practical and inspiring **Lunch 'n Learn series**, we will share a foolproof method for achieving every goal. Your staff will gain the tools and support to:

- Achieve breakthroughs in your professional and personal achievement
- Develop an easy, self-motivated process to insure goal accomplishment
- Identify your dreams and what drives you to produce
- Make your goals manageable
- Create visual motivators to enhance your success

This workshop is our most popular with participants for several reasons. Each session provides the time for participants to develop a logical plan for their future, both professionally and personally. The workshop demystifies goals and simplifies goal fulfillment, thereby decreasing the stress and overwhelm of large projects. And, the modules are designed to draw out the unique creativity of each individual.

Six-Module Lunch 'N Learn Program
Nominal pre-work is required.



- Module One – Getting started and Releasing the Past
- Module Two – Dreaming Big for Your Future
- Module Three – Wording Your Goals for Success
- Module Four – Managing Long-Term Goals for Success
- Module Five – Managing Your Focus for Immediate Success
- Module Six – Whole Brain Goal Fulfillment
- Wrap Up and Review

Participants leave this program energized and focused on their passions, and with a clear plan to turn their vision into reality, both at work and at home. Participants create their plans in several forms: written, pictorial and hand-held for easy review on a regular basis and for whole-brain access, insuring greater success.



The ripple affect of well-rounded and productive professionals is not necessarily easy to measure, at first, but it is grand to experience. Your staff will be more productive, confident and energized about how they contribute to the company's success.

All workshops can be delivered in:

1. Full-day,
2. Double half-day,
3. Lunch 'N Learn programs as well as
4. Facilitated Round-table discussions.

Also available: 30-minute, mini, coaching sessions for workshop participants following any training. Ask us for details.

Pricing will be provided under separate cover.

For more detailed information
please contact Kathleen at **630-773-9860**
or **Kathleen@equinoxassociates.com**.

**Thank you for your time and consideration.
It will be our pleasure to serve you and your staff.**