

Welcome to Equinox

“Space,” it still is the final frontier!

But not the space out in the galaxy, the space in our own lives!

*Space in our calendar to get work done, space in our office to create,
space in our minds to think about solutions to problems,
space in our schedule to create goals that are fueled by our dreams
and space in our day to fit our whole life into our hectic schedule.*

Since 1989, Equinox Associates has helped companies improve the bottom line by focusing on the number one factor to business success: the people, their space and how productively they use their time. We design personalized systems to accelerate productivity and decrease stress, as well as tap into personal goals and motivation. As a result, managers and employees are able to produce more and better results with far less effort.

The overriding theme in everything Equinox does is balance.
Just as the vernal equinox and autumnal equinox bring us two days each year
when daylight and darkness are balanced, we too, strive
to help you and your staff
achieve balance in every aspect of life.

Because no two people, departments, or companies are alike,
we personalize each of our programs to your staff's specific needs.
We look forward to helping you and your staff master these critical areas of development.

To learn more about our unique training services
and to schedule a complimentary needs assessment session,
please call 630-773-9860.

Kathleen Peterson
Corporate Workshops,
Consultant, & Coach

Kathleen Peterson, founder of Equinox Associates, Inc. is committed to helping busy professionals and their staff achieve peak performance and work/life balance. As one of the country's most sought-after productivity and communications educators, Kathleen helps people get more done in less time and with greater ease and enjoyment.



Kathleen attended the University of Wisconsin-Milwaukee, majoring in Deaf Education with a minor in Communications. Feeling that something was missing from her education, Kathleen investigated personal growth courses, and has since logged over 2,500 hours of personal development and communications training from many highly respected companies across many areas of expertise. This, combined with her supportive teaching style, makes her someone with whom people easily connect. A highly polished workshop presenter, Kathleen infuses energy, style, and humor into everything she does. Her interactive workshops are both entertaining and educational, leaving participants with tools they can use immediately in all areas of their life.

As a former manager, sales professional, and trainer for various companies, Kathleen has over 29 years experience in relationship management, sales, and communications. She excelled in the corporate world due to her effervescent personality, her organizational skills, and her ability to motivate and empower others.

With Kathleen, you get a friendly, knowledgeable, and experienced professional who tailors workshops to meet your group's unique needs. Whether you desire a one-on-one Executive Productivity Coaching session, a daylong group workshop, or a Lunch 'n Learn series covering a variety of productivity enhancing topics, Kathleen delivers the results you and your staff deserve to access peak performance, productivity, and profits.

The Avenues by which we serve our clients...

Unlock the Full Potential of Your Greatest Asset

For groups...

- 1. Corporate Workshops*
- 2. Motivating, Inspiring & Entertaining Key Note Speeches*
- 3. Facilitation of Productivity Round Table Sessions*

For the individual...

Executive Productivity Coaching & Consulting Programs

Providing Partnership and Methodology for Producing One's Professional and Personal Best

Because we know some executives and managers prefer a more private approach to resolving their personal effectiveness issues, we also offer an executive solution.

Package Options:

- 1. "Assessment/Planning" Package: 2-hour*
- 2. "The Blitz" Package - 4-hour*
- 3. "Professional" Package- 9-hour*
- 4. "Executive" Package - 12-hour*

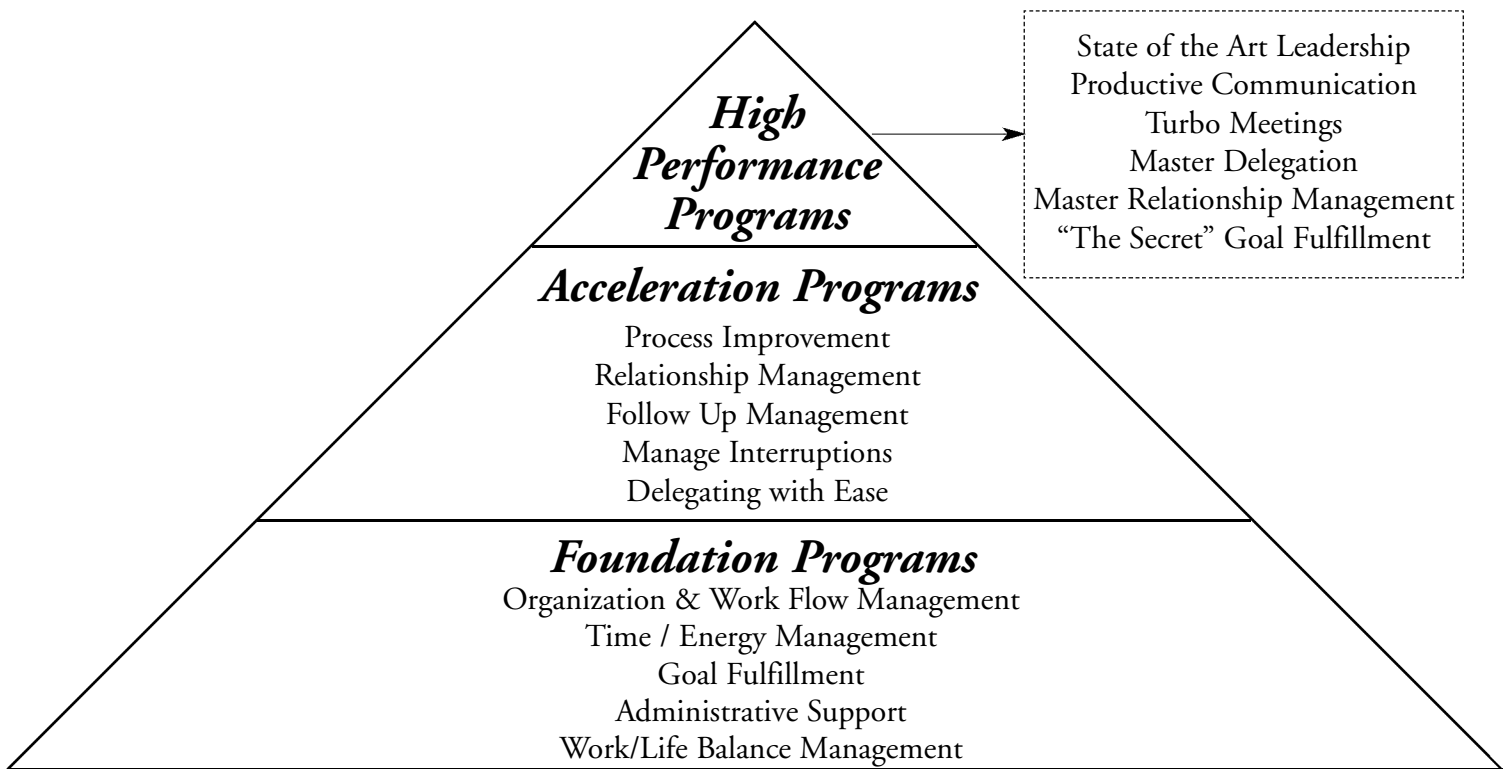
Our most popular package is the Executive Package because we resolve a myriad of productivity issues during twelve hours of consultation. Sessions concerning office flow and organization are conducted in-house, while other coaching sessions may be conducted via the telephone.

Professional and *Executive* consultation packages are divided into 3 or 4-hour increments. Discounts are provided for purchasing five or more 12-hour packages.

If you have questions, or would like assistance in determining the package that most supports current needs, feel free to contact Kathleen Peterson at 630-773-9860.

The Equinox Process...

Each participant is unique with respect to their productivity and pace when attending our programs. We all come from different backgrounds, education and personal life experiences. And while Equinox has built in a flexibility to our programs to accommodate the differences of our clientele, there is also a natural progression to reaching one's peak performance. Our curriculum is designed around that natural rhythm. To help clarify, following is a diagram depicting the three tiers to our programs:



Please view our current seminar offerings on the following page.
A brief overview or more detailed description of workshops will be provided upon request.

Corporate Workshops & Speaking Topics

Foundation Programs:

Where to start?

We always say to start with what is right in front of you, clear your slate and create a good plan. Everything else can be built upon this solid foundation for success.

- *Find Balance as You Juggle It All ... An Introduction to Making it All Work*
- *S.P.A.C.E. in the Office... Organization For Maximum Effectiveness*
- *T.I.M.E. in Your Day... Time Management Anyone Can Master*
- *G.O.A.L.S. Made Easy... Becoming Pro-Active Instead of Reactive*

Systems and

Practices to

Accelerate

Creativity and

Effectiveness!

Techniques for

Integrating the

Management of

Everything

Gracefully completing

Objectives for

Accomplishment

Leadership and

Satisfaction

Corporate Workshops & Speaking Topics

Additional Foundation Programs:

- *Administer to the Administrative Assistants:
Giving Your “Right Arm” the Support She/He Needs and Deserves*
- *Create a Vacuum for Resiliency: Land on your feet with every leap (or push!)*

Acceleration Programs:

- *Stay Productive! (Even with Multiple Interruptions)*
- *Account Management for Success:
Get it Together, Take the Right Actions and Win Big in Sales*
- *Productive Communication: “Get More Bees With Honey!”*
- *Playing Nicer in the Corporate Sandbox:
Relationship Enhancement Even With High-Maintenance Types*
- *Making Your Processes Work Like a Greased Slide: Speeding Up The Mundane*

High Performance Programs:

- *State of the Art Leadership*
- *Turbo Meetings*
- *The Fine Art of Delegating*
- *The S.P.A.C.E. Mastery Programs*
- *The Secret Keys to Goal Fulfillment*

**While training is valuable in and of itself, follow-up support enhances results and extends retention.
To reinforce training, optional mini-consultation packages
are available to participants of most Equinox training programs.**

Executive Productivity Coaching & Consulting Programs

*Because we know some executives and managers
prefer a more private approach
to resolving their personal effectiveness issues,
we also offer an executive solution.*

Providing Partnership and Methodology for Producing One's Professional and Personal Best

Sometimes we just need to know we have someone “in our corner.” We want a close, personal ally who can help us stay on track—someone with business savvy who is not afraid to roll up their sleeves and dig into the work, right by our side. That's what the team at Equinox Associates provides.

Investing in the set up of workspace and workflow, results in more time and energy for accomplishing what really matters. Evaluating priorities and determining the best plan of action creates a sense of control and calm. Additionally, mastering work/life balance, communication skills, and goal setting skills keeps productivity high in all aspects of life. And, since we know some professionals prefer a more private approach to resolving personal effectiveness challenges, Equinox provides several options.

Equinox consultants will custom-design a program to fit the exact needs of each individual. We tap into all areas of our expertise to coach busy executives in the most effective management of all facets of their busy lives. Whether one desires office organization assistance, meeting efficiency training, goal accomplishment strategies or anything in between, Equinox Associates will provide the personalized tools and techniques that help anyone produce their best and most satisfying results.

Thank you for your time and consideration.

*It would be our pleasure to serve you
and your staff.*

Kathleen Peterson
President and Founder
Equinox Associates, Inc.