

Increased Productivity

Through Achieving Balance in Every Aspect of Life



Equinox Associates, Inc.

Productivity Training Programs

Kathleen Peterson

About Us

Equinox Associates, Inc. founded in 1989 specializes in helping corporations' access peak performance, productivity and profits. Our team works with attorneys, banks, accountants and any "paper-driven" business. We help you dig out from under paper piles and learn to manage your time masterfully. Stop hunting for documents and find new ways to get your work finished, even if you spend all day in meetings. Areas of expertise include, office organization, time management, goal planning, relationship management, process improvement and work / life balance.



Kathleen Peterson, founder of Equinox Associates is one of the country's most sought-after productivity speakers and trainers. She has logged over 2500 hours of personal growth and communication courses and has helped hundreds get more done in less time, with greater ease. As a former manager, sales professional and trainer, Kathleen has over 29 years experience in relationship management, sales and communications.

With Kathleen, you get a friendly, supportive, knowledgeable and experienced professional who tailors every workshop to meet the needs of the audience. Whether it's Executive Coaching, a daylong workshop, or Lunch 'N' Learn series, Kathleen delivers the results you and your staff need to access peak performance, productivity and profits.

Services

- **Corporate Productivity Training**
- **Executive Coaching / Consulting**
- **Key Note Speaker**
- **Meeting Facilitation**

Areas of Expertise

- **Office Organization**
- **Time Management**
- **Goal Planning & Fulfillment**
- **Productive Communicating**
- **Relationship Management**
- **Productive (& Shorter) Meetings**
- **Effective Delegation**
- **Process Improvement**
- **Building Personal Resiliency**

Workshops

- Find Balance as You Juggle it All
- S.P.A.C.E in the Office
- T.I.M.E. in Your Day
- G.O.A.L.S. Made Easy

Key Note & Additional Training Topics

- Administer to the Admin. Assistant
- Create a Vacuum for Resiliency
- Manage interruptions
- Account Management for Success
- Productive Communication
- Enhanced Relationship Management
- Turbo Meetings
- The Art of Delegating
- Mastering S.P.A.C.E.
- Leadership in Action

Contact Information

For more information on training workshops coaching, and keynote topics contact:

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Productivity Training Series

Get More Done...In Less Time & With Less Effort

Overview

The foundation for success is simple “*start with what is right in front of you, manage your time drains and work from a good plan...* everything else will fall in to place. Our productivity training workshops are designed around finding space and creating balance in every aspect of what you do. Each workshop teaches and motivates participants to accelerate productivity, decrease stress and produce more with less effort to obtain their personal and professional goals.

Introductory Workshop

Find Balance as You Juggle it All... a 90-minute program that introduces the process for making it all work in your busy life. Participants learn practical and valuable tips and tools on balancing their professional and personal life.

Foundational Workshops

- **S.P.A.C.E. in the Office...** a one-day workshop centered on organizing your office space for maximum effectiveness. Participants learn how to set up and maintain a file system, clear the clutter from their desk, and respond effectively to requests.
- **T.I.M.E. in Your Day...** a one-day workshop centered on mastering the elements of time management. Participants learn how to decrease interruptions, prioritize tasks and maximize their time to complete more in less time.
- **G.O.A.L.S. Made Easy...** a popular one-day workshop centered on demystifying and simplifying goal obtainment. Participants learn how to become pro-active in creating a logical plan to accomplish professional and personal goals.

Note: All one-day programs can be presented in two-half day sessions or as a Lunch ‘N’ Learn Series

Productivity Training Series

Foundation Workshop Details

Find Balance as You Juggle It All...

This 90-minute program is the first step to gaining control for those feeling overwhelmed and exhausted trying to balance family, community obligations and work commitments. Upon completion, participants leave with renewed enthusiasm and an action plan to get started on managing their life and job commitments.

Participants learn how to:

- Apply techniques to attain work and life balance
- Create a personalized system to get more done
- Manage daily interruptions
- Develop a plan to set priorities

S.P.A.C.E in the Office...

Systems and Practices to Accelerate Creativity and Effectiveness

This six-hour workshop is designed for the busy professional who wants to get organized, and transform their workplace to achieve peak performance. The focus is on tackling common obstacles that thwart personal effectiveness and on developing a foolproof method to gain control and get back on the path to success. Participants leave this workshop with a renewed confidence and clear plan to regain control of their office space.

Participants learn how to:

- Unlock personal “keys” to being productive
- Create a personalized organization system
- Clear and organize papers and projects
- Set up a filing system for quick and easy retrieval
- Develop a process to manage paperwork

Productivity Training Series

Workshop Details

T.I.M.E. in the Office...

Techniques for Integrating the Management of Everything

This six-hour workshop is designed for the busy professional who wants to improve productivity along with personal satisfaction. The focus is on identifying top priorities, accomplishing key tasks and the managing interruptions without working harder. Participants leave with a renewed confidence and comprehensive plan to better manage time.

Participants learn how to:

- Identify Key Time Wasters
- Apply key time management techniques
- Delegate Effectively
- Design a plan to stay on track
- Tactfully manage friendly workplace interruptions

G.O.A.L.S. Made Easy...

Gracefully completing Objectives for Accomplishment with Leadership & Satisfaction

This workshop is designed for those wanting to have a clear vision and process for achieving their professional and personal goals. The focus is on reaching your full potential developing the necessary reminders to drive daily efforts. Participants leave energized and focused on their passion and with a clear plan to turn vision into reality.

Participants learn how to:

- Identify dreams and motivation
- Create manageable goals
- Develop an easy process to accomplish goals
- Create visual motivators to enhance success

Note: All one-day programs can be presented in two-half day sessions or as a Lunch 'N' Learn Series.