



***Productivity Solutions:
from Overwhelmed
to Organized***

**Get focused, get organized
and get productive.**

Here's how:

Maintaining productivity and focus is an important objective for every business but how do you do that given the reality of tight deadlines, constant interruptions, never-ending emails and information overload?

It is possible to gain a sense of control even as demands increase. You can manage multiple priorities, and maintain a sense of calm. But you need an approach that helps you capture all your commitments, understand what they mean and create a plan for success.

Personal productivity is a combination of getting more done, working on the right things and using a system that supports you to be organized and efficient. Manage more in a day with less stress by using the productivity practices recognized as the gold standard thousands of companies and government groups worldwide.

Getting Things Done® developed by David Allen, is a state-of-art productivity management system. For many people reading the book isn't enough – they need some guidance to make it happen. With the support of productivity experts from Sutherland Consulting you can build your productivity skills using the GTD approach.

Productivity Solutions

Build your ability to effectively manage priorities, projects and actions with a combination of training and coaching:

GTD SEMINARS

- » 3-hr seminar focused on Getting Things Done (GTD) principles
- » Baseline survey to identify key needs and current practices
- » Customized workbooks for participants

GROUP WORKSHOPS

- » GTD workshop customized for your team
- » Focus on skill development and team processes
- » Follow up to make sure the processes 'stick'

ONE ON ONE COACHING

- » Side by side coaching at your desk to establish GTD systems
- » Phone coaching for long term success and establishment of best practices



Customized Solutions:

Getting Things Done for Teams

GTD workshops for groups or project teams take a deeper dive into GTD to establish specific best-practices within the workgroup. Emphasis is on project planning using the GTD principles to minimize miscommunication and increase clarity about expectations, commitments and outcomes. To support the team in implementing GTD, a follow up session reviews their progress and supports them with the practices that have made GTD the gold standard in companies and organizations worldwide.

Productivity Coaching:

Side by Side Coaching

One on one coaching in your office ensures you create a system which fits your unique demands and needs. Banish overwhelm and stress with the tools you need to be productive. Learn how to meet deadlines with ease and without sacrificing your personal life. Get time to see the bigger picture so you can be more strategic and plan effectively. This comprehensive approach to stress-free productivity will quickly have you in control of your work and enjoying your life.

Seminar:

An Introduction to Getting Things Done

This seminar introduces the productivity principles from the book, Getting Things Done by David Allen. A pre-seminar survey assesses your current productivity skills and identifies the priorities for getting out of overwhelm and back in control. The 3-hour seminar explains the key elements of the GTD approach: the workflow process of capture, process, organize, review and do. Emphasis is on learning the concepts behind the system so each person can implement the practices that will work best for them.

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Contact us today:

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