The Effective Edge Programs

Getting the EDGE™:

Mastering Work & Life Flow Using Microsoft Outlook®

If you're like most professionals, every day you face an overflowing inbox, mountains of files, constant interruptions, and countless voicemails, emails, tasks and responsibilities. It's hard not to feel overwhelmed and stressed, worried that something important has been forgotten, and feeling like the day has evaporated while your to-do list has grown longer.

Getting the EDGE™ will boost personal and team productivity, but most importantly, help you gain control of your work and personal life.   This one-day workshop combines our proven self-management model with the powerful functionality of Microsoft Outlook® to improve the way you make decisions and to help you manage everything from strategic initiatives to day-to-day tasks. What's more, it teaches you how to maintain your "edge" by being both productive and effective.

How it Works
Getting the EDGE™ is a nine-hour workshop for up to 20 people. The class introduces key concepts of self management using the very best real-world example – you. Topics are delivered on a fast-track basis using your own inbox, files and tasks. This means that there's no application gap – you'll be personally motivated by the immediate results you see in your own workload. Not only will you leave class with new knowledge, you'll have completely cleared your electronic desk in the process, gained a sense of priority and control, and return to your office ahead with a life-changing way of thinking!

What You Will Learn
Through practical, hands-on modules using your own Outlook system, you'll learn the EDGE:

Emptying – using the "clean up and clear out" model to manage collection points
Deciding – using the proven self management model to make decisions and take action
Grouping – organizing in Outlook to create a seamless system
Executing – maximizing your system through prioritizing, reviewing and doing

The Results You Can Expect

- Gain 1-2 hours of productivity per day
- See a 15-20% increase in your productive output
- Reduce time spent in email
- Manage and reduce constant interruptions
- Spend less time searching for information
- Increase personal focus and clarity
- Feel more relaxed, recharged and empowered

Who Can Benefit From this Workshop?
This workshop is designed for managers, supervisors, team leaders, project leaders and individual contributors who have discretion over their time and order of activities and who have a large numbers of actions to manage from a variety of sources.

At the end of the workshop you will have:

- Clarified and organized outstanding work assignments and projects, and created an action item for each

- Designed projects for maximum impact and results

- Set up MS Outlook as your personal system by integrating many inputs (email, voicemail, paper, meetings) into a single seamless system

- Created tracking systems, including effective delegation, for keeping work flow current and moving

- Developed and implemented a thought process to help you stay current in your day-to-day management of your tasks

- Learned enhanced skills that will allow you to stay focused and relaxed

- And you will have experienced inspiration, focus, control, and action

Let us help! You are the pros at your business. We are the pros at giving your people The Effective Edge to get work done and deliver results that impact you, your business – and their lives.

Other Programs from The Effective Edge

Starting with the EDGE™: *Fast Start for an Effective Foundation of Self-Management*
Classes of up to 20 new hires get a fast start on the basics of best practices for effective decision-making and self-management using MS Outlook as the tool. Participants learn to make smart, quick decisions in email, voicemail, and paper; and to manage the volume of information they receive.

Living the EDGE™: *Every Day Getting Energized, Every Day Giving Excellence*
The next level after GTE, this delves deeper into "the big picture," bringing focus, clarity, and energy into work objectives and projects as well as life goals. Participants leverage what they learned in GTE to achieve inspiration, accomplishment and success, both personally and professionally.

Productivity Coaching for Executives: *Getting the EDGE™ and Living the EDGE™*
Provides individual, one-on-one coaching for senior level executives, helping them to create a seamless personal system from which to operate their organizations or departments.

Getting It Together: Gaining the Thriving Professional's Effective EDGE
Getting It Together presents the stories of five professionals and how, using the EDGE System, they transitioned from struggling in their jobs and lives to thriving - achieving and surpassing their goals at work, home and all areas of their lives. Proven strategies and practiced methodologies are presented in a way that you, too, can experience life as a thriving professional!

Assessing Professional Productivity: *Evaluating Work Flow Systems*
This tool helps companies assess and quantify their current operational effectiveness levels and uncover areas for improvement, which will contribute to bottom-line results.

Online Programs and Products
To learn about other online programs and products that transform the way you work, visit our website:
http://www.effectiveedgeproducts.com