

# BUILDING SPEED AND AGILITY

Be More Efficient and Get More Done in Less Time



## PROGRAM DESCRIPTION

Do you ever feel like you're doing things the hard way? That it takes you twice as long as it should to complete a task? If you ever say to yourself, "There HAS to be a better way to do this," then this class is for you. Learn the skills of efficiency, and you'll spend less time working and will get things done more quickly, with less effort. Reduce keystrokes, take shortcuts, and ease braindamage.

### COURSE OBJECTIVES

» Simplify tasks by eliminating steps in a procedure.	» Automate manual processes.
» Use templates to respond to frequently-asked questions.	» Take shortcuts for repetitious, predictable tasks.
» Buy the software that will speed up common tasks.	» Read quickly and maintain concentration without rereading.
» Manage your availability with calendar scheduling techniques.	» Spend down time productively while waiting or driving.
» Improve the processes and procedures within your job.	» Batch tasks requiring similar actions.
» Use checklists and reminders to relieve your brain.	» Double up or combine activities.

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