

adapt

Executive Productivity Coaching

Harness Technology, Boost Productivity



A Smart Work Learning Program

Introduction

Have your methods kept up with the technology?

While a senior executive's role will always be busy, it is getting harder and harder to stay focused and productive in our meeting and email driven workplaces. Of course, you have resources to help. You may have an EA, and all the latest technology at your fingertips. But are you leveraging these resources in a way that allows you to focus on the really critical actions that get results?

The workplace has changed - have you? We need new answers to old questions.

- » How do we prioritise our time and attention?
- » How do we control the deluge of incoming work?
- » How do we get it all done and have a life?

Simply learning how to use tools like MS Outlook or mobile devices does little to harness their potential. To be more productive in the modern workplace a senior executive must first adopt effective workload and time management practices, and then harness the technology to support those efforts. These productivity practices need to be up to date and relevant to the 21st century workplace.

Based on the best-selling book *Smart Work*, Adapt's Executive Productivity Coaching is a powerful method for helping senior executives work more productively using technology, and to build a productive partnership with their EA.

Executive Productivity Coaching

Our *Executive Productivity Coaching* program covers practical productivity concepts and strategies, links them to your electronic productivity tools, and delivers all of this in a highly-personalised and time efficient manner to you and your EA.

The coaching examines strategies to manage your *actions*, *inputs* and *outcomes* effectively. The program includes 4 coaching sessions over a 6-8 week period, and guarantees to reboot your productivity systems and mindsets. The inclusion of your EA in the process ensures you have the support to make the required behavioral changes.

"Adapt has helped me and many of my colleagues to improve our effectiveness and sharpen our focus by changing the way we use our technology. Dermot's approach is straightforward, practical and produces immediate results."

Michael Rose, Chief Executive Partner, Allens

Session Overview

Quick Facts

- » 4 x 1:1 coaching sessions
- » EA included in coaching if appropriate
- » Held in your office for maximum impact
- » Mix of personal productivity processes and MS Outlook strategies
- » Tailored to address issues faced by the modern executive
- » Workbooks, handouts and set-up guides provided
- » Strategies for mobile productivity (iPhone, iPad, tablets)

Coaching Outcomes

- » Filter & prioritise all forms of incoming work, including e-mail
- » Create a daily action plan to focus on priorities and commitments
- » Plan time for strategic priorities
- » Clear the Inbox to zero – regularly!
- » Maintain focus in an interruption-driven environment
- » Set up a quick and efficient filing system
- » Balance time in meetings with time for task priorities
- » Streamline how you work with your EA
- » Learn to amplify productivity in your team
- » Learn the secrets of using technology to boost productivity

Target Audience

The *Executive Productivity Coaching* program will benefit senior executives who are looking for a tailored and time efficient approach to improving productivity. Particular focus is placed upon the issues that senior executives face when juggling heavy meeting schedules, travel and high email workloads. If you have an EA, we will include them in the process. If not, we will focus just on you.

Practical Learning

This practical approach goes beyond simple tips and tricks for technology. It presents a holistic system for managing your time, priorities and email, and is based upon *Smart Work*, the productivity bestseller written by Dermot Crowley. Each coaching session includes an implementation focus to ensure that your behaviours change for the long-term.

Program in Detail

The *Executive Productivity Coaching* program moves between *theory* and *technology*, with practical implementation using tools like MS Outlook and OneNote.

The coaching program includes four coaching sessions over a 6-8 week period. Each session covers productivity content, but also works on implementation and changes to systems, mindsets and habits. The highly tailored nature of this program ensure that the executive walks away using a productivity system that meets their needs and work style.

Session 1: Research (1 hour)

This initial session helps us to understand your way of working, your productivity issues and the environment. It also gives you the chance to learn more about our approach.

Session 2: Foundation (2 hours)

This foundation session takes 2 hours, and not only sets up your productivity system, but also looks at how to manage your schedule and priorities effectively. We cover strategies to get in control of your Inbox, and start to consolidate your actions into one central system.

Session 3: Implementation (2 hours)

Session 3 reviews your progress and removes any barrier and challenges that you may be facing when implementing the new system. Now that you have created some space, we can look at where you are spending your time, and ensure you are planning effectively to achieve your outcomes.

Session 4: Review (1 hour)

Finally, this 1 hour review session is designed to ensure that you maintain your new behaviours over the long-term. This can be run shortly after session 3, or can be used as a 6 month review to ensure you don't slip back into old habits.

We find that this arrangement of four sessions provides a focused and time efficient approach to increasing the productivity of busy executives. Of course, additional coaching sessions can be organised at any time.

"This is the most valuable training I have done in years."

Rachel Foley-Lewis, Senior Partner - Deloitte Australia

About Adapt Productivity

Adapt Productivity was founded by Dermot Crowley in 2002. Over a number of years working with corporate clients he observed the rapid emergence of productivity technology and the failure of traditional time management techniques to keep pace. Adapt has developed a modern solution to productivity in the 21st century workplace. Dermot is the author of *Smart Work*, published by Wiley.

Adapt has a team of highly experienced and passionate coaches and trainers who run programs for the corporate sector around Australia as well as globally in London, New York, Asia and New Zealand. Our clients return to us each year because of the extremely high quality of our programs and the consistent results we achieve.

Our unique combination of productivity and technology training has enabled us to gain the respect and loyalty of some of Australia's most recognisable organisations, including:

Commonwealth Bank, KPMG, Harvey Norman, Allens, Diageo Australia, Bayer, Tennis Australia, Aussie, Reserve Bank, Citigroup, HP Australia, Dexs, Deloitte.

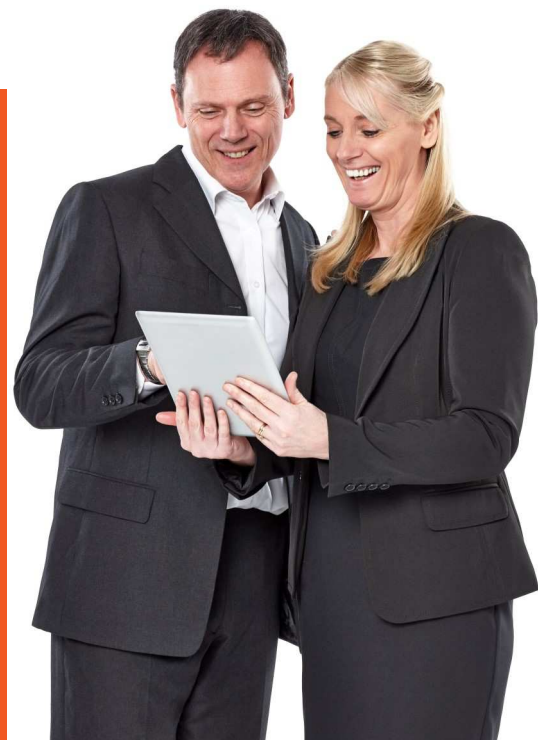
Booking

When you are ready to get yourself and your EA working smarter together we invite you to contact us on the phone number or email below. We will then meet with you to get a more detailed brief and provided a fixed price proposal for the workshop and any follow-up services you may require.

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"Dermot is a true professional who unlocks time by smart use of technology together with tried and true time management principles."

Kathleen Bailey-Lord, Group GM, Shared Services - ANZ Bank