

TEAM PERFORMANCE TUNE-UPS



CROSS INDUSTRY CHALLENGE: Fewer People Doing More Work

Do these issues sound familiar?

- Smaller workspaces
- Increasing workload
- Complex communications
- Information overload
- Constant interruptions
- High turnover costs
- Frequent transitions
- Virtual teams

You're not alone!

*The typical Fortune 500 office worker processes 200 communications each day in all media.
"Workplace Communications in the 21st Century" study, Pitney-Bowes*

*U.S. executives waste an average of one hour a day shuffling through paper piles and computer files.
The Wall Street Journal*

CROSS INDUSTRY SOLUTION: Working at Least 25% More Effectively

TRAINING THAT WORKS FOR TEAMS ... OR AN INDIVIDUAL

Interactive seminars from A Brain New Way to Work are guaranteed to assist participants in achieving high performance standards through their individual working styles. Although each seminar stands alone, training results are maximized when combined with Performance Tune-Ups for individuals. Choose a custom blend of Workshops, Performance Tune-Ups and Team consultations to meet your needs.

- Office & Cubicle organization
- Managing workflow details
- Electronic & Paper filing systems
- E-mail & Computer organization
- Superior information processing
- Real Time management

"Eve's presentations were a proactive measure to help our employees develop the organizational skills they need to survive in the new business environment. I was very impressed by her natural presentation style, great sense of humor, and ability to connect and relate to issues our employees are experiencing."

Kelly Lynch, Career Center, Raychem

TEAM PERFORMANCE TUNE-UPS

This is just one successful model. Your needs will be met with specialized solutions.

Six Steps to Increased Efficiency: Works for Companies, Departments, and Teams

By the time we finished our Department Tune-Up, I personally created enough time to crunch the numbers, create a presentation, and convince my execs to justify three new positions. This alone would have made the investment of time worth it to me -- not to mention my staff. A customized Tune-Up is a cost-effective boost to everyone's ability to produce high quality work under pressure.

Mary Strebig, Marketing Manager, Blue Shield of California

- 1) **Training:** *Organizing Your Office in the Information Age*
- 2) **Master Plan** sessions for all team members, OR selected Supervisors, Project Managers, and the organizationally challenged.
- 3) One **Office Blitz** when your team recycles/archives non-used materials.
- 4) Employees reconstruct their workspace using their customized **Action Plan**.
- 5) **Activities Plan** session to blend your paper/computer systems with your activities.
- 6) Recommendations are incorporated into a **Team Master Plan** for Filing, Communications, and Electronic Information Management Systems.

MASTER PLAN

Together, we'll take what you learned in class and customize it to your workspace and information demands. Consulting on Office layout; Filing systems review and redesign and Workflow evaluation and development. Resources: your personal step-by-step Action Plan, ideal Work Site Map and Resource List.

ACTIVITIES PLAN

We'll concentrate on blending your paper and computer systems. Consulting on Computer Directories review and redesign and E-Mail systems evaluation and development. We'll review and tweak your personal step-by-step Action Plan and analyze your activities while customizing new techniques to better manage your time.

ABOUT EVE ABBOTT



**AUTHOR, SPEAKER
& CONSULTANT**

Since 1988, Eve Abbott has pioneered brain-based productivity systems for executives and entrepreneurs. Teams can work at least 25% more productively through A Brain New Way to Work's programs and consultations.

Ms. Abbott is the author of the book, **How to Do Space Age Work with a Stone Age Brain™**. Says Jeffrey Fox, bestselling "Rainmaker" author, "*If Time is Money, then Eve's books and seminars will make you lots of money!*" Eve earned her degree in Sociology and Psychology from the University of California and holds a Lifetime Adult Teaching Credential.

Eve's expertise appears in her column in the nationwide Business Journals and The New York Times articles. Clients range from S.C. Johnson & Son, Inc. to Lotus Construction and Nixon Peabody LLP.

Eve Abbott ❖ (510) 384-6090

Eve@ABrainNewWaytoWork.com ❖ www.ABrainNewWaytoWork.com