

WORK SMART, Not Hard! Workshop

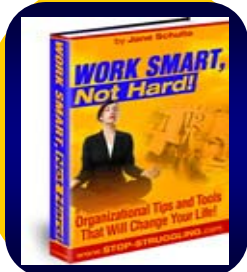
One of the biggest complaints in the workplace is:

There is never enough time to get my work done!

There IS a solution to this problem!

BECAUSE IN BUSINESS, TIME = MONEY

Jane Schulte, COO of PRISM Title & Closing Services, is the author of **WORK SMART, Not Hard! Organizational Tips and Tools That Will Change Your Life!** which contains time management tools she has created and perfected over her 25-year career. She and the PRISM WORK SMART team have developed a Workshop based on the book in order to teach these tools to others.



This Workshop will help you:

- ✓ gain control of your chaotic workload
- ✓ significantly reduce stress
- ✓ become peaceful and purposeful again

WORK SMART, Not Hard!

PEOPLE WHO WORK SMART: They are . . .



- ☞ Calm
- ☞ Relaxed
- ☞ Confident
- ☞ Accountable
- ☞ Pleasant

PEOPLE WHO WORK HARD: They are . . .



- ☞ Stressed
- ☞ Not Able to Meet Deadlines
- ☞ Scattered
- ☞ Unresponsive



WORK SMART, Not Hard! Workshop

Let's take a look at the topics discussed in the presentation!

The sections in the presentation mirror the chapters in the book

1) JOB BURNOUT

Effective time management tools will reduce health risks.

9) EFFECTIVE DELEGATING

Delegating is elevating. Teach others for maximum productivity.

2) WORK SMART, NOT HARD!

Understand the difference between working smart and working hard.

10) MEETING PLANNING

Meetings can be productive or a waste of time. Find out how to get real results.

3) CHANGE IS GOOD!

Learn how to embrace change and use it to your advantage.

11) FOLLOW UP

This tool seems simple, learn why it will propel you forward in your career.

4) DO THESE THINGS EVERY DAY

Find out what things you can do every day to keep you organized and working optimally.

12) NOTE-TAKING

Find out why note taking is one of the major keys to success.

5) THE 180 DEGREE PRINCIPLE

Organize your work space with a new way of thinking.

13) EMAIL COMMUNICATION

Provides you with the do's and don'ts of effective emails and the pitfalls to avoid.

6) THE HOLD STACK

Using the HOLD Stack will keep your work space *working* for you.

14) MAINTAIN A CLEAN INBOX

Undeleted email is distracting. Learn why!

7) THE PEND SYSTEM

Out of sight, out of mind – learn how to keep your mind (and workspace) clutter free.

CONCLUSION

Take your time as you make a commitment to these tools!

8) TOUCH PAPER ONLY ONCE

Don't create multiple tasks out of one. Help minimize your workload.

WORK SMART, NOT HARD!

WORK SMART, Not Hard! Products

**ORGANIZATIONAL TIPS
AND TOOLS THAT WILL
CHANGE YOUR LIFE**

Work Smart, Not Hard!



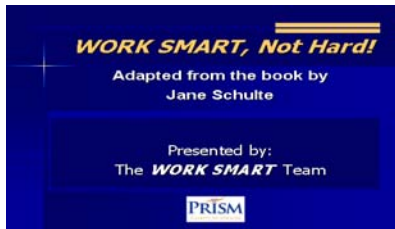
Work Smart, Not Hard!

Paperback

\$19.95

ebook version

\$12.95



Work Smart, Not Hard!

PowerPoint Presentation presented by a *Work Smart* team member includes 20 workbooks

~~\$1,100.00~~

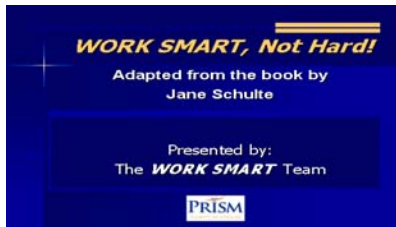
\$950.00

Introductory Price

Additional Workbooks

\$8.00 each

est. time 1 - 1.5 hours



Work Smart, Not Hard!

PowerPoint Interactive Workshop presented by two *Work Smart* team members plus interactive class, includes 20 workbooks, 20 *Work Smart, Not Hard!* paperback books

~~\$2,700.00~~

\$2,400.00

Introductory Price

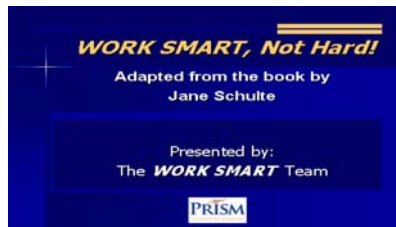
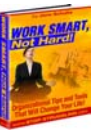
Additional Workbooks

\$8.00 each

est. time 3 - 4 hours

Additional Books

\$15.00 each



Work Smart, Not Hard!

PowerPoint Interactive Workshop presented by *Work Smart* Team

Located at: **PRISM Title & Closing Services, Ltd.**
First Floor PRISM Training Room
809 Wright's Summit Parkway
Ft. Wright, KY 41011

\$99.00

Per Attendee

Registration at 7:30 a.m.

Workshop 8:00 a.m. to 12:00 p.m.

Upcoming Dates

MONDAY, November 2nd

THURSDAY, November 12th

TUESDAY, November 17th

**On-Site
Workshop!**



Work Smart, Not Hard! Technology

PowerPoint Interactive Workshop presented by a *Work Smart* Technology Trainer, includes 20 workbooks

\$450.00

Class of 20

est. time 1.5 hours