

## Get More Done Today! Roadmap to Success in Your Workday and Practice *Introduction of 3-5 "Simple" Productivity and Project-Management Tools at Your Fingertips*



As busy professionals, getting pulled in a million directions is part of the job. From working with clients, replying to emails, and managing your teams and projects, the to-do list continues to grow. Many professionals turn to productivity tools such as Trello, Asana, and Monday.com to control these growing to-do's.

But you and your team have so much to do already. Learning the million bells and whistles of a new task management app is just *another* task to add to the list.

It's time for a simple approach to productivity so you can get more done without sacrificing precious time to learn new apps.

This *workshop* covers the fundamental concepts of productivity apps and explains how and why they work. Without subscribing to a productivity application, attendees will learn which one of 3-5 project management strategies will work for them and be able to apply them anywhere anytime with confidence.

Firm Focus understands that one template does not fit all. Some methods like writing a list may not work for others. Attendees will learn whether they are left or right brain thinkers and which template works best for their thinking style. We provide you with clear and easy-to-use templates in Microsoft Word or Excel for use.

Attendees will leave this *workshop* with simple yet effective tools to proactively manage daily tasks and projects, effectively communicate with others on their team, and accomplish more without working longer hours.

After the presentation, attendees will:

- Identify whether they are left or right brain thinkers
- Learn which template works best for their thinking style and how to use it
- Feel inspired and motivated to organize and track their tasks and projects
- Effectively manage workload with simple techniques without extra management tools
- Get more done and exceed their own expectations

In time-permitting workshops, attendees will have the opportunity to work independently or in a group to apply one of the five productivity systems to their particular situation/practice.

**Best for:** Busy professionals who struggle to keep up with it all and want to simplify their productivity lists, reclaim control, and get more done.

**Recommended Length:** 90 minutes - 3 hours

Contact Firm Focus for more information, including scheduling and pricing.

[sarah@firm-focus.com](mailto:sarah@firm-focus.com) | [www.firm-focus.com](http://www.firm-focus.com) | 925-808-9995