22/7 COMPANY

Course Overview

The Personal Information Management program is a customized, one-on-one, desk side coaching program designed to provide individuals with both the skills and the systems to deal with rapidly changing data while increasing their productivity, sense of control and achievement of important and aligned goals.

Working with a 22/7 Company Coach over a one or two-day period, the participant will re-evaluate, process and track all outstanding commitments and actionable items. The participant will also learn approaches for delegation, priority setting, handling interruptions, daily and weekly review procedures, and time management.

> "Good framework for handling information, email and paperwork. I had 250 emails, now I have zero. I have no paper and no voice mails and a great system to manage my workflow."
> Paul O'Beirne
> HR Director
> Microsoft Corporation

As a result, the individual will integrate their entire flow of communications, information, and activities, including both paper based and electronic systems.

At the end of the program, all outstanding work will be organized, with a natural tracking system that collaborates with team and organization requirements as well as the individual style of the participant.

Executives, managers and support staff who find themselves dealing with, and perhaps buried by large volumes of paper including communications, working documents, project support information, reference materials, email and voice mail will benefit greatly from this program.

Course Outline

Introduction
Program overview
Assessment of current situation
Next Action model for processing information

Collection
Downloading commitments and agreements
Reviewing and streamlining collection tools

Processing information
Email, paperflow, voice mail, meeting notes
Next Action Model
The Four D's:
· Dump It
· Do It
· Delegate It
· Defer It
Linking objectives with actions

Organization
Creating to do categories
Fine-tuning file systems
Prioritizing action lists
Organizing the calendar
Creating a Total Life To Do list

Review
Planning the Week
Reviewing actions and schedules
Keeping systems current
Creating a seamless system
Establishing routines

Handling paper and voice mail
Integrating actions with personal organizer
Categorizing paper mail
Tips for handling voice mail