

The Overcoming Overload Workshop

Improving Effectiveness by Overcoming Work Overload and Information Clutter

Doing More with Less

Today's pressing need is for improved personal and corporate effectiveness—**doing more with less**. The interdependent relationship between work overload and information clutter means that if you can control one then you can manage the other. The results are improved leadership, decision making, and operational effectiveness leading to better work-life balance.

Learning Outcomes

The Overcoming Overload Workshop shows you how to improve personal and team effectiveness by overcoming the negative impact of work overload and information clutter. You will be able to:

- Prioritize your roles and relationships
- Improve your communication, collaboration, and decision making
- Control unrealistic demands and distractions
- De-clutter to reduce information indigestion and file what you need where you can easily find it

The Personal Effectiveness Framework™

Regardless of organizational culture, you are responsible for your actions and work habits. Using common sense principles, practical tips, and stories, this illustrated three part topical framework will guide you as you:



1. Develop filtering principles to prioritize wisely

Your effectiveness is directly related to the impact you have on others. We will show you how you can filter your many roles to ensure your best fit and deliver the highest value possible.

While all people are valuable, they do not all have the same priority and you impact them differently. Filtering lets you build an interdependent relationship between your personal and organizational roles and goals. In light of clear roles and relationships, issues and information become opportunities and tools that empower you to **deliver your maximum impact for good**.



Develop good habits, take time to think and focus on your most important and teachable people and avoid the negative impact of draining people.

2. Establish control systems to manage distractions

We will show you how to control the demands and distractions created by e-mail, instant messaging, meetings, telephone, interruptions, and information clutter. You will be able to:

- Gain the support of your important people
- Define your optimal communication protocol and set reasonable expectations
- Handle demands with maximum efficiency
- Reduce interruptions and distractions that hinder your effectiveness

3. Use our unique filing methodology to eliminate information clutter

You do not need to know everything; you just need to be able to find something when you need it. Our **Frequency of Use Filing Methodology™** will guide you in building a personalized, clutter-free electronic and paper filing system that enhances your overall effectiveness and sharpens your focus on your true priorities.

Results, Measurable and Sustainable

92.3 % is the overall satisfaction rating that workshop participants have given us. More important are the testimonials of changed behavior from our many clients.

What you will learn is based on the wisdom of many respected authors and is supported by the experience and advice of many leaders and clients whom you will meet in the pages of our workshop resource books. To read inside these books go to www.amazon.com and search by authors, **Baha and Margaret Habashy**.

Client-tailored Structure

Using personal and group assessments and interviews, we tailor a mix of presentations, coaching, and exercises to meet specific individual, group, and corporate needs as well as measurable objectives and outcomes:

- **Personalised self assessment** starts with our online Effectiveness and Overload Gauge™. Along with pre-workshop interviews and exercises you will assess your personal effectiveness and overload quotient as well as your personal need for change. Consolidated survey reports help focus the workshop content and set benchmarks for expected benefits.
- **Pre-workshop interviews and exercises** will help enhance and personalize the learning experience.
- **Learning sessions** use a client-tailored plan supported by participants' needs for change. At the end of the workshop you will create a personal action plan with accountability to deliver optimum individual and team benefits.
- **Personalized one-on-one coaching** is optional. Over an eight week period you receive support, encouragement, tips, and accountability.
- **Evaluation and re-assessment** are critical for ongoing improvement. This is done by retaking the Effectiveness and Overload Gauge™ and comparing personal results to the average change experienced by your peer group.
- **Team huddles** offer collaboration and shared experiences.
- **Support** by phone and e-mail continues towards your ongoing improvement.

Workshop Leaders



BAHA AND MARGARET HABASHY

For over thirty-five years they have partnered in life. Working with clients as large as IBM and as small as local charities, they collaborate in helping organizations, leaders, and individuals achieve greater effectiveness and find relief from stress in an overloaded world.



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Our Track Record

Client data collected by the Effectiveness and Overload Gauge™ is your proof of measurable sustainable results. Workshop participants realized an **average total improvement of 28.3%**

- **Effectiveness 25%** —improving decision making
- **Filtering 26.3%** —prioritizing wisely
- **Control 29.0%** —managing demands and distractions
- **Filing 28.9%** —eliminating information clutter



JAYWANT MICHAEL,
LEADER AND UNIVERSITY PROFESSOR

"In my time, I have attended many seminars, but only a handful of them have had a lasting impact. Your program definitely falls in that category and has already impacted in a positive way several staff members and me. ...

Personally, I have regained at least an hour a day which is now put in more profitable use. By a better filtering system, I am now more accessible and available to the people important in achieving organizational and personal goals. ... I am able to keep my focus on higher valuable activities that are aligned with my position and roles."



WENDY GILMORE
VICE PRESIDENT, CLINICAL SUPPORT SERVICES

"To me personally the benefits from the workshop were immediate. I feel a tremendous weight has been lifted from my shoulders. I strongly recommend it. I have already recommended it."

Imagine the Benefits

Take a moment to imagine the benefits of focusing on your higher value roles, goals, and activities. Imagine more effectiveness and less stress. Like many of our clients what you imagine can be your true experience.

Contact us today to find out how the Overcoming Overload Workshop can noticeably improve your personal and corporate effectiveness by overcoming work and information overload.

More?

Test your personal overload gauge:

<http://www.nomoreoverload.com/test.html>

90 second intro video:

<http://www.nomoreoverload.com/media/PP/OOW-Intro/index.htm>

Client evaluation letters:

<http://www.nomoreoverload.com/ClientSay/Sats.html>