

Services

Improving Effectiveness by Overcoming Overload

You are Unique!!

While the challenges we all face may carry similar tones but the solutions we bring must be shaped by our unique distinctions, perspectives, talents, and abilities. As we seek to **do more with less**, the road to improved effectiveness is best when we leverage individual strengths, wellness, and empowerment in overcoming our uniquely personal overloaded world.

Client centered needs assessment:



Diagnosing before prescribing is the starting point of our services. Using our web based **Effectiveness and Overload Gauge™** each individual is given the chance to assess his or her individual needs. The detailed consolidated report is the leadership tool to direct the limited resources to gain the greatest benefits.

Client Controlled Structure

To keep you in control our services are structured in **7 distinct modules** to meet your specific needs and budget.

1. Needs Assessment:

- **Invitation:** You invite your team to assess their need and examine our services.
- **The Effectiveness and Overload Gauge™** is a web based needs assessment survey that helps define individual needs and focus the learning content.
- **The consolidated needs assessment report** forms the basis for projected benefits and potential return on investments.
- **Assessment interviews:** Phone interviews with a large segment of the participants help assess cultural distinctions and participants' readiness for change.



1. Needs Assessment



2. Learning Session



3. Personal Coaching



4. Phone Coaching



6. Team Huddle



7. One Year Support



5. Evaluation Results

- **Pre-Workshop Exercises:** This will help the participants prepare and enhance individual participation and readiness for change.
- 2. Learning and Development Session:** Using our books as a resource for content we will lead and facilitate the learning session in the form of **workshops or seminars** ending with each participant highlighting a **personal action plan**.
- 3. Personal Coaching:** Using the individual's **Effectiveness and Overload Gauge™**, we will unlock the potential for change by discussing issues, concerns, and solutions.

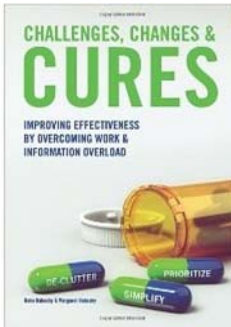
Client Tailored Format

Our services deliver their highest value and sustainable results because they are tailored in response to corporate objectives and participants needs as well as **time and budget constraints**. Our client tailored content is offered in a mix of:



- **Workshops:** On site, interactive and personalized lasting from half day to two full days.
- **Seminars:** On site lasting from 60 - 90 minutes (Webinars Optional)
- **Coaching:** In person or by videophone the objective is to unlock the hidden potential that is often stifled by the negative impact of the overloaded world.

- 4. Phone Coaching:** Similar to personal coaching, we will discuss progress, challenges and solutions to ensure accountability and commitment to change.
- 5. Second Effectiveness and Overload Gauge:** This gauge provides each participant with a personalized progress report. The consolidated progress report documents realized ROI.
- 6. Team Huddle:** This is a time to review, support, and encourage commitment for ongoing improvement.
- 7. One Year E-mail and Phone Support:** Within reasonable limits, we will be there for you.



Resources:

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 the books see amazon.com and search by authors, **Habashy**.

Book Reviews:

“This book, offers commonsense, practical, and effective tools for dealing with your overload. I can honestly say that attention to the suggestions offered could save your life. It can certainly help you achieve a greater sense of fulfillment and accomplishment in every aspect of your life.” **Archibald D. Hart, Ph.D., FPPR. Senior Professor of Psychology and Dean Emeritus, Fuller Graduate School, Author, Adrenalin and Stress**

“It is my privilege to train Life Coaches and I will be including this book as a vital part of the curriculum for anyone who is serious about taking charge of their life and impacting others.” **Warwick Cooper, DMin, President, Compass Coaching International**

“ This book absolutely motivates! It gives you hope that you can tackle this overwhelming issue we all are wrestling with.” **Pauline Maddeaux, CA, Manager, IBM Canada, Business Controls**

“... an outstanding job of mixing practical, pragmatic, and theoretical solutions to common struggles and issues faced by all of us. This book provides gripping, first-person examples; tried and tested solutions; and actionable, personal worksheets all in one place.”

Ken J. Bates, SPHR, Chair, Department of Business & Economics, Houghton College

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>