

The Effective Edge Programs

Living the EDGE™:

Every Day Getting Energized, Every Day Giving Excellence

You've taken Getting the EDGE™ and your productivity has soared. You're no longer overwhelmed by emails, interruptions, and a flood of papers. You know what to do – how to prioritize and to process all the tasks and action items that fill your day. You're experiencing more balance of work and life.

But what happens next? How can you apply your new-found success to “the big picture,” to effectively design life goals and to take responsibility for achieving company objectives at work?

Living the EDGE™ is an intensive one-day workshop designed to give you the deeper skills you need to manage the “big picture”: create self-care strategies for yourself, implement personal and professional intentions, solve problems more quickly when they occur, design compelling outcomes for your life and work projects, and achieve better life balance. By leveraging your imagination and energy, you'll discover how to increase your ability to think and act strategically, while feeling in control of your life.

How it Works

Living the EDGE™ is an eight-hour workshop for up to 20 participants. In this interactive class, you'll build on what you learned in Getting the EDGE™, and discover how to channel your knowledge and creativity to achieve both professional and personal success.

What You Will Learn

- How to live a great life and do a great job at work
- Balancing all life aspects – mental, emotional, spiritual, and physical
- Understanding how the mind works in order to ensure you make good decisions
- Bringing inspiration and focus to the job – and what happens when you do
- What to do when things go wrong -- problem solving to get things back on track
- How to bring about positive behavior changes
- Planning and designing for the “big picture” in your life and work
- Tying the “big picture” to the practical self-management steps learned in Getting the EDGE™

The Results You Can Expect

- Confidence, clarity, and control in all areas of your life
- Proactive response behavior to changes or issues
- Clear thinking – utilizing a planning model to implement anything
- Greater alignment and focus across all decisions
- Accelerated personal development through the Mastery Model
- Increased motivation and energy that impacts performance

- Improved work-life balance for personal renewal
- Heightened sense of engagement in all activities
- Intense focus and commitment to defined results
- Renewed energy and "relaxed control"

Who Should Attend This Workshop

This workshop is designed for managers, supervisors, team leaders, project leaders, and individual contributors who have already taken Getting the EDGE™.

Let us help! You are the pros at your business. We are the pros at giving your people The Effective Edge to get work done and deliver outstanding results that impact you and your business, as well as themselves and their lives.

Other Programs from The Effective Edge

Getting the EDGE™: *Mastering Work & Life Flow using Microsoft Outlook®*

Designed for groups of up to 20 participants, this one-day program addresses today's critical need for professionals to manage themselves in a seamless manner. This practical approach takes advantage of the power and functionality of Outlook to create a personal management system.

Starting with the EDGE™: *Fast Start for an Effective Foundation of Self-Management*

Classes of up to 20 new hires get a fast start on the basics of best practices for effective decision-making and self-management using MS Outlook as the tool. Participants learn to make smart, quick decisions in email, voicemail, and paper; and to manage the volume of information they receive.

Productivity Coaching for Executives: *Getting the EDGE™ and Living the EDGE™*

Provides individual, one-on-one coaching for senior level executives, helping them to create a seamless personal system from which to operate their organizations or departments.

Assessing Professional Productivity: *Evaluating Work Flow Systems*

This tool helps companies assess and quantify their current operational effectiveness levels and uncover areas for improvement, which will contribute to bottom-line results.

Online Programs and Products

To learn about other online programs and products that transform the way you work, visit our website:

<http://www.effectiveedgeproducts.com>