

# THE EFFECTIVE EDGE

## Productivity Coaching for Executives

If you're a busy senior executive, the successful management of your time, projects, and responsibilities empowers you to think strategically and work creatively. It also gives you freedom – the freedom to be a leader, not just a manager. But too often, executives are inundated with demands on their time – meetings, emails, personal interruptions, conference calls and numerous non-critical items needing action.



**Productivity Coaching for Executives** is a one-on-one productivity coaching program customized for you to achieve that level of freedom. Designed to help you gain an immediate sense of daily control and accomplishment, this executive coaching session provides the skills and the system to help you work smart, while dealing with rapid changes and daily work demands. **Productivity Coaching for Executives** can help you increase personal productivity and realize both professional and personal success.

### How it Works

With a seasoned Effective Edge coach, you work through the EDGE process – Emptying, Deciding, Grouping, and Executing. You'll learn new skills and approaches to eliminate the paper jungle, create useful electronic and paper systems, establish successful prioritization and delegation models, initiate master control systems, and more. **Productivity Coaching for Executives** will not only increase your productivity, it will change the way you work, think and lead.

#### At the End of the Coaching You Will Have:

- Processed all paper and phone communications.
- Dealt with the overwhelming flood of emails.
- Identified, evaluated, processed and tracked commitments and actionable items.
- Delegated and set priorities.
- Handled interruptions successfully.
- Initiated daily and weekly review procedures.
- Managed time and task demands effectively.

#### Results You Can Expect

- 20% or greater increase in productivity.
- Personal sense of clarity and accomplishment.
- Confidence leading to a more focused and relaxed attitude.
- More effective, to-the-point communications.
- Less “fire fighting” – more time for strategic initiatives.
- Getting the Edge over your work – and keeping it.