



TIME LITERACY IN A WIRED WORLD

Fight distraction and find your focus

A recent study by the Families and Work Institute found that 50% of us are either handling too many tasks at the same time or are frequently interrupted during the workday – or both.

In today's harried work environment many business people find it daunting to try and avoid distraction, find their focus, spend their time and energy efficiently, and gain ground on important goals.

This workshop teaches managers, supervisors and front-line staff how to overcome overload and avoid the time traps that lead to lost business, missed opportunities and unfulfilled potential.

Based on the latest productivity research, field-tested practices, and expert advice from leading authorities, the workshop has taught thousands of participants from both Fortune 500 companies and small businesses, the best practices for:

- Navigating the interruption driven workplace to enhance focus
- Managing multitasking so that concentration thresholds increase
- Overcoming procrastination by learning to make conscious choices
- Clearing out the mental and physical clutter that saps attention
- Infusing meaning and energy into everyday work
- Taking deliberate action that connects daily tasks with key goals

PROGRAM DETAILS

Module 1: Navigate The Interruption Driven Workplace

Workers spend on average only 10.5 minutes on a task before being interrupted and it takes an average of 23 minutes and 15 seconds for them to return to the original task – usually with their former focus having fizzled.

How often would you guess you get interrupted at work by external sources – including other people, phone calls, emails, etc? How about the self-interruptions caused by your own lack of focus?

In today's high-pressure workplace, learning to manage interruptions is a key habit of time literacy. This module spells out eight ways disruption-weary workers can fight distraction and find their focus.

Module 2: [Manage Multitasking Madness](#)

In today's non-stop work environment – courtesy of PDA's, email, instant messaging, and so on – the five projects people used to manage in a day have tripled to 15.

A recent report from the University of London found that when workers are constantly juggling between tasks, their IQ falls 10 points.

Too much input and too little control have left us struggling with much more than we can productively handle. This module teaches six key practices to help you manage multi-tasking madness.

Module 3: [Give Yourself a Procrastination Inoculation](#)

You know what you need to do. You know why you need to do it. You even know what steps you must take to get it done - there's just one small problem – you can't seem to get started.

One study from the University of Calgary concluded that 60 percent of the population procrastinate – a four-fold increase from a similar study 20 years ago.

Another finding showed that up to 95 percent of North Americans procrastinate with work issues, costing businesses billions in lost revenue and productivity. This module shows seven winning strategies you can use to put a stop to putting things off.

Module 4: [Clear Out The Clutter](#)

Stuff – it's everywhere. To-do lists in your brain, cabinets filled to the max, notes on napkins and paperwork piled a mile high. One study showed that the typical executive spends 4.5 hours a week looking for lost papers.

Everyone needs his or her business bits and pieces, but taken to an extreme, out of control stuff – mental or physical – becomes clutter. And clutter saps your energy and slows you down.

If your clutter-clearing efforts have fallen on hard times, don't despair. In this module you'll learn an easy four-step process to sort out the stuff in your head and your office and reclaim your space.

Module 5: [Take Deliberate Action Towards Your Goals](#)

Wouldn't it be wonderful if, after giving voice to your goals, all you had to do was kick back and wait for the world to deliver them to you? Too often the pull of urgent matters

force you to focus on putting out fires, while your less pressing, but important goals and strategies, sit ignored.

A national poll by Day-Timers revealed that 86% of people who achieved success on a key goal or strategy, noted a determination to succeed, especially when things got hard.

In this module you'll learn the six deliberate actions that have been shown to increase your chances of achieving a goal by 400 percent.

This program can be delivered in the following formats:

One-day, half-day, keynote speech, or Webinar.

Methods

Research indicates that most individuals learn and retain information more effectively if the learning setting is designed to encourage maximum participation. With this in mind a strong emphasis is placed on the participants practicing what they are learning both during the course and after. The methods used during this course include:

- Facilitation style imparting of information
- Small group discussion and exercises
- Written exercises
- Pre course homework
- After course learning aids

Biographies

Karen Leland and Keith Bailey are the founders of Sterling Consulting Group, Inc. and the bestselling authors of six books that have sold over 300,000 copies worldwide. Their most recent book is *Time Management In An Instant: 60 Ways to Make the Most of Your Day*.

Over the past twenty-five years they have worked throughout the United States, Europe, Asia and South America with a diverse list of Fortune 500 companies in such industries as Banking, Transportation, Retail and Telecommunications. Among others their clients include: *Arco, Bank of America, Avis Rental Car, Johnson & Johnson, Oracle, Microsoft, Apple, Sprint and Xerox*.

They are sought after speakers who provide both motivation and practical hands on information in their presentations. They have spoken for such groups as *Young Presidents Organization, The Society of Association Executives, The Society of Consumer Affairs and the Direct Marketing Association* among others.

Because of their extensive experience and expertise they have been featured in dozens of magazines and newspapers including: *The New York Times, Newsweek and Time*. They also have extensive on-air experience and have been interviewed by *The Today Show, CNN, Good Morning America, Fox News and The Oprah Winfrey Show*.

Kaylyn Lehmann is a senior associate with Sterling Consulting Group and has consulted with companies on a wide variety of topics including: Managing Change, Conflict Resolution, Sales, and Train the Trainer.

After attending the University of North Texas and majoring in Applied Arts & Sciences, her career began at Outback Steakhouse as a training coordinator. Over the next eight years, she oversaw the opening of 29 restaurants and the training of over 5,000 employees.

Kaylyn specializes in employee retention and customer loyalty. She held the title of Vice-President of Guests for Not Your Average Joe's, a Boston based Restaurant Company, when they won the prestigious "Hot Concept" award from the National Restaurant Association.

As a consultant and trainer, she has worked with executives, managers, and front-line staff from AT&T, United Airlines, IBM, Johnson & Johnson's OrthoBiotech, Dupont and the Federal Aviation Administration among others.

For more information on the *Time Literacy In A Wired World* workshop, keynote or tele-class, please contact Karen Leland or Keith Bailey at Sterling Consulting Group (415-331-5200), info@scgtraining.com or www.scgtraining.com

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