



# Kimberly Medlock



Focused, content-rich, convenient, affordable tele-classes and webinars by Productivity Expert Kimberly Medlock, CPO

Everyone can benefit from learning how to get things done quicker, easier and better, and with less time, effort and hassle. We also know it is not always easy and within budget to provide professional in-house learning sessions, so we created a solution... **Productive Matters On-Demand tele-classes and webinars** - customized outlines created for the specific needs of your members or team.

Speaker, trainer, author and coach Kimberly Medlock is known for her straight-talk, high-energy, and solution-packed presentations. Attendees leave not only pumped, but also confident about being able to make simple tweaks or sometimes big changes that can make a real and significant difference in the quality of their day and productivity.

### This is how it works . . .

- Choose any topic from our training menu.
- Contact us to schedule the session time that works best for your group. (All sessions are scheduled Monday - Friday during the hours of 8:30 a.m. and 4:30 p.m. CST. After-hours sessions are available for an additional fee.)
- All sessions are recorded and accessible soon after the live session.
- A promotional email is provided and sent to help market the session and encourage participation.
- Pre-class assessment: A brief assessment/survey can be sent to all invited to participate. This will include the opportunity for each person to "ask the expert" a question or share his/her issues relating to the selected topic. This will also provide valuable first-hand insight about the topic, enabling us to customize aspects of the message so that we focus on the most important issues to your group.
- Post-class evaluation report: This is a brief follow-up assessment and evaluation of the session sent to the participants, providing you feedback on the effectiveness of the session. If desired, an outline of suggestions can be given to you regarding additional resources and creative ideas that you may consider to help reinforce the session's message and create lasting and powerful, positive change within your organization.

"I wanted to let you know that this has been one of the most beneficial training classes I have been to in a long time and would highly recommend it for all my employees!"

**Accredo Health**



**Productive Matters On-Demand topics:**  
**Get Organized Using Microsoft Outlook!**



You can pump-up your productivity when you learn how to use the many great features of Microsoft Outlook. In fact, when used effectively, it can be like having your own personal assistant! I guarantee these sessions will save you tons of time, help you get organized and eliminate many unnecessary hassles in your day! These are simple, NON-TECHIE demo sessions that will give you the confidence (and maybe even the excitement!) to organize and manage all of your to-do's, contacts, emails, schedules, follow-ups, and notes with this one tool!

1. **Microsoft Outlook Overview** – If you haven't ventured much past the "send/receive" button, you will be thrilled (and relieved!) to learn about the many features Microsoft Outlook has that can simplify your day and improve your productivity. This "non-techie" overview will cover important Outlook interface features, tons of shortcuts, and what all of those tabs on the toolbar can do for you!
2. **Using Tasks - Get Your To-Do List Under Control!** – If you have a lot of scattered "to-do's" and notes and would finally like to learn an easier way to manage all of your necessary follow-ups, this session is for you! You will be thrilled and amazed at how much time and hassle can be saved with this simple-to-use mega productivity tool!
3. **Using Contacts – It's Who You Need to Know!** – Do you want to build an awesome contact list? Have a lot of contacts to keep up with? This session will show you simple ways to build your list, organize, and manage all of your contacts with Microsoft Outlook.
4. **Using Calendar – A Great Scheduling and Balancing Tool** – Do you need to learn how to better manage your schedule and properly plan the time for things you need to do? This session will show you how to manage the many aspects of a busy schedule using Microsoft Outlook's awesome Calendar features!
5. **Overcome Email Overload!** – Email is now the most used (and abused) communication tool in the world, yet most people have never had any official training on how to manage it. The volume and frequency of email received by today's professionals require an entirely different skill set and system from those used by the professionals of yester-year. This session will discuss how you can drastically reduce the amount of email you receive each day, as well as help you set up a super-simple processing system that helps you file it and find it fast, and so much more! (Most can get their inbox to zero in the first day!)
6. **Smarter Email Etiquette** – Communicating with email is *very* different and trickier than communicating with paper or spoken words. Since a large percentage of the communications with your co-workers, stakeholders, customers and prospects is now done with email, it is critical that you understand the differences to avoid serious potential misunderstandings. This session discusses the most common email mistakes and shows you how to save time and improve your communication *and* your reputation.
7. **The Art of Smarter Delegation** – Proper delegation is often the most overlooked, yet critical aspect of both smart time management and good leadership skills. Delegation is not "dumping" tasks on others, nor is it necessarily giving up "control." This session will discuss keys to improve your delegation skills and create a win-win that will help you get things done more quickly and easily.
8. **Smarter Daily/Weekly Planning Skills that Save You Time** – Studies indicate that for every hour of planning, 3-4 hours are saved by eliminating redundancy, waiting for information, not being prepared, and poorly managed tasks. Yet, fewer than 1 out of 5 people actually start their day with a written plan. Good planning requires a bit more than just a piece of paper and a pen. This session will discuss all of the factors needed for you to plan for a great week and get things done!
9. **Smarter Time Management** – It's how you get much more time out of your day. "There's not enough time!" is the #1 stressor (and excuse) for most people today. This session will discuss the two secrets for how to add real quality time back to your day and the third key that people often overlook.
10. **Smarter Desk Organization** – In a recent national survey, 91% of people polled said they would be more effective and efficient if their workspace were better organized. For most people, clutter and disorganization are serious productivity drainers and stress factors. This session will discuss the "art and science" for setting up a workspace that actually helps you get things done (and maybe even make your co-workers jealous)!
11. **Procrastination Cures** – Putting off important things that you know you need to do is like dragging around a ball and chain – it nags and nags and gets heavier and heavier, eventually robbing you of peace of mind and draining your energy. This session will discuss how you can greatly reduce your risk of procrastinating on anything, setting you apart from those who allow this to be a habit.

"I want to thank you for making my team so energized. They are so excited! It is fascinating to hear the different things each one focused in on. I have received so many thank you's from them already saying how much they enjoyed this training. I am so happy I gave them this opportunity."  
**ServiceMaster**

12. **Less Stress and More Energy** – This session is a real eye-opener for many. The fact is when you are stressed, you are much more prone to work unproductively; and when you are working unproductively, you are much more prone to being stressed! Not only can stress be a serious and costly productivity problem, it can have a major impact on the quality of relationships and the health of your employees. This session will discuss how to identify what is causing your stress and many proven remedies for greatly reducing it.
13. **Reducing Mental Clutter** – “Mental clutter” is most likely the real culprit for the disorganization and lack of time management in your life. This session will help you identify what causes mental clutter and how to get rid of it in order to improve your ability to focus, reduce stress, and get things done!
14. **Meetings – They don’t just happen.** – How effective are your meetings or the meetings you attend? More than 70% of people who regularly attend meetings say that many of the meetings they attend are a major waste of time. How much time could you add back to your week if you could reduce your meeting time by 20%, 30%, or more? This session includes a meeting etiquette checklist, discusses the essential elements of a meeting that must be in place before a meeting is called, effective facilitation techniques that encourage participation and follow-through, and meeting alternatives that can save you lots of time and money!
15. **Minimizing Distractions and Interruptions in the Workplace** – One of the top concerns expressed by office-based workers is never-ending interruptions and distractions. In fact, studies show that 2.1 hours a day are typically wasted with unnecessary interruptions and distractions! This session will discuss the most common workday interruptions, as well as give ideas and solutions for reducing these mega time-wasters; thus, allowing you to get the work done and leave the office feeling highly productive!
16. **Overcoming Information Overload** – Unless you have found that “paperless society” the rest of us are still looking for, you are like most people – still buried in paper! Not only does the average worker generate over 100 lbs. of wasted paper each year, but they also waste more than five hours a week just sifting through it to find what they need! This session will discuss great ways for you to eliminate the paper piles and clutter, as well as how to set up a super-simple system that allows you to file it and find it fast! Don’t worry; we cover email and media too.
17. **A Smarter Professional Image** – True professionals look, act, talk and work in a way that sets them apart from others. (These people often make more money too!) This session will discuss the characteristics and practices needed for one to be known as a professional in his or her field!
18. **Smarter Office Etiquette** – Talking too loudly in the office, leaving the copier paper tray empty, wearing strong scents and fragrances, hovering over someone’s desk while they are on the phone...does this ever happen in your workplace? This session will discuss the 16 most common office etiquette mistakes that could potentially sabotage your reputation (maybe even your career) and work environment.
19. **Getting It Done While Getting Along** – In addition to the great diversity we have in the workplace today, we all have different personalities and psychological make-ups that can often make our habits and expectations conflict with others. Having an “If they would just do it my way...” attitude usually doesn’t work well in the long-run. A simple understanding of how people are “wired” can make all the difference for creating a respectful, productive work environment. This session will discuss how to identify, understand and appreciate different personalities and behaviors.

“I’m taking a minute to let you know how much I enjoyed the Reducing Your Mental Clutter presentation. The information was inspiring, enlightening, and very informative!”  
**IAAP Member**

“You really helped me get organized, and I’m so glad I attended this training! Thank You!”  
**Chamber of Commerce Member**

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Most sessions can be delivered via teleclasses or webinars and most can be delivered in 45-75 minute sessions with Q & A time.

Remember, each session’s message is customized for your group’s needs. In addition to scheduling the date and time that is best for you, the package includes the pre-session assessment, post-session assessment, the call recording and any written materials that correlate to the session.

**Cost:**

Tele-classes are \$599 (for up to 50 live participants)

Webinars are \$899 (for up to 50 live participants)

*(Shorter sessions of 30-45 minutes can be arranged at a slightly reduced fee.)*

- \* Purchase 3 sessions at a time for only \$2,500.
- \* Special pricing for non-profit organizations.
- \* More session topics are being created. Please let us know what needs to be shared with your team.

**What is a webinar? It's a conference call with pictures!**

The benefits of a webinar include providing a visual effect that helps improve the engagement and retention of the material; another benefit is that because the participant will need to view from a computer/screen, this helps minimize "multi-tasking" temptations. However, because the session will be accessed via a computer, the participant will have less flexibility for participating "live" if he/she is away from the office or a quality internet connected computer.

I currently use the GoToWebinar service.

If you need **someone** who can **motivate** your people to take **action**, get **organized**, and be **more productive . . .**

**KIMBERLY  
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Board Certified Professional Organizer, Certified Microsoft Outlook Specialist, Time Management Coach, and V.P. National Speakers Association, TN Chapter

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**"Give me a little of your time and I can help you get more of it back."**

