

What our customers say...



"Because I have more time my forecast accuracy has improved and the opportunity close rates have gone up."

"In my team everybody has now 2-3 hours per week more quality time available. This allows me to book 5% more orders per week."

"I am much better prepared and I have time available now to create a vision and strategy that is more relevant for my customers."

"Due to this workshop I make less mistakes and have no loose ends anymore. I close orders quicker. We are able to invoice sooner and recognize revenues in the same quarter as the booking."

"This workshop has given me more than 20% back of my time, which allowed me to coach and mentor my team. We are now the only team in my division on track to reach our year's target."

"Because of this workshop I am able to make more phone calls and thus reduce the Days Sales Outstanding (DSO) for my company significantly."

Workshop Details

Duration

Two consecutive days
(face-to-face)

Times

Day 1:
08:00 am - 05:00 pm
Day 2:
08:00 am - 04:00 pm

Participants

Number of
participants:
max. 10

Reinforcement Structure:

one monthly web
conference (live on-
line) during the dura-
tion of three months.

Web Conferences:

each 60 minutes



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Time/Power Management Workshop®

Productivity Management for the Digital Age



Purpose

The purpose of this workshop is to provide you with new Tools and Practices that allow you to be...

Powerful
Fulfilled
At Ease

...regardless of what and how much
there is for you to do.



Death by Information Overload...

"Current research suggests that the surging volume of available information—and its interruption of people's work—can adversely affect not only personal well-being but also decision making, innovation, and productivity.

26% of e-mail users have either declared or are considering "e-mail bankruptcy

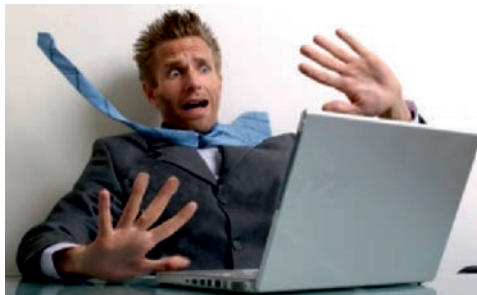
A company's responses to information overload will invariably require not only technology but also a change in collective behavior...."

*Paul Hemp
Harvard Business Review*

Traditional Time Management Techniques...

- to do lists
- priority lists
- open items lists
- keeping things on your mind
- reminders
- sticky notes
- piles of undone work

... do not work anymore!



Today's overflow of information and communication requires a completely new approach...

New Time Management Tools

New Work Habits

A Mind Shift



What you will get out of this workshop (ROI)

An Increase of up to 25% in Your Productivity



At the completion of this workshop you will be able to...

- stay focused and energized regardless of the circumstances you are facing.
- eliminate the feeling of being overwhelmed.
- manage the overflow caused by modern communication technologies (e.g. Web 2.0, Phone, IM, E-mail, SMS, Web Conferencing), use your Time and E-mail Management Software more efficiently.
- plan and operate pro-actively (short and long term) instead of dealing only with what shows up in your face.
- manage and minimize interruptions and distractions.
- capture everything that is relevant so that nothing falls through the cracks.
- evaluate correctly when you need to say "no".
- complete fully what you do so that it doesn't keep coming back to you.
- organize information so that it is available where it is needed and when it is needed.
- be on time: doing what you said you are going to do, which ultimately increases your credibility.
- organize both your work and your private life (work/life balance).