

The global solution
for
overloaded inboxes,
endless to do lists
and
constant reactivity.



The Need is Urgent

“Workload management” refers to the way we respond to the massive amounts of information, requests, communications, and priorities we face each day. In today’s high-speed, high-tech environment, most people find their work driven by the LIFO principle; Last In, First Out. This throws the entire organization into “reactive” mode. People feel they lack control, and stress levels increase. The possibility that something important will fall through the cracks becomes imminent. Without a successful workload management process and a supporting tool, it can be difficult to turn high priority innovations and strategies into realities. Think of it this way, if you spend your entire day responding to email, how will you be able to achieve your highest value goals?

IMPACT

Each year we survey our “graduates” and ask them to report on the lasting effects of *WorkingSm@rt*[®]. In 2020 the responses from over 32,000 graduates from around the globe were summarized in an Effectiveness Report. The survey demonstrated that *WorkingSm@rt*[®] consistently allowed people to gain an **additional 54 minutes/day** of productive time.

The Solution is *WorkingSm@rt*[®]

A significant piece of the solution is changing the time and workload management behaviors we’ve cultivated throughout our career. The “game” has changed so the ways we manage the new volume and type of work must change as well.

WorkingSm@rt[®] is a time and workload management method designed to help busy people take control of their day and enhance their productivity and performance. It is taught through workshops and individual coaching and provides hands-on instruction that helps learners incorporate these proven techniques into their day and create a complete workload management system.

Our goals are to give people the ability to streamline their day, alleviate “mind traffic” and ensure that absolutely nothing can slip through the cracks. This approach enhances overall productivity and efficiency while reducing stress and the feeling of being overwhelmed.

WorkingSm@rt[®] creates a shared and common process around shared, common tools to achieve shared common outcomes.

What people are saying:

Every employee should be required to take this training, it's that valuable.

- Business Service Manager

The biggest impact has been to my peace of mind. It's not so much that I feel like the volume is different, but I feel more organized and breathe easier knowing that I can look in one place for everything pending. It's relieved a lot of the anxiety I've had in the past.

- Corporate Risk Officer

The presentation was one of the best I have attended in my 26-year career. The ability to change my Outlook during the presentation and the follow up are 2 reasons this program will work for me.

- Complex Business Development Officer

With an energetic and engaging approach PMA takes you from point zero to where you can really see results in efficiency, productivity, and most important...revenue!

- Group Director

I have two words for this program: **Game Changer!**

- Regional Director

I can't believe this powerful tool was here the whole time and I didn't know it.

-Financial Advisor

About Priority Management Associates (PMA)

Priority Management Associates has delivered *WorkingSm@rt*® to companies throughout the United States, Canada, Europe, and the Caribbean. These innovative productivity techniques have been implemented and refined for the last 38 years and set the standard for superior workload management systems. *WorkingSm@rt*® is a major learning component in corporate universities and is being used by organizations spanning a variety of industries.

TARGETED OUTCOMES

By the end of the *WorkingSm@rt*® initiative, participants will demonstrate their ability to:

- Control their email inbox and other sources of digital clutter.
- Think and work more proactively.
- Manage a large volume of action items from a variety of sources.
- Plan and prioritize tasks in an environment of shifting priorities.
- Recover more quickly from interruptions.
- Store and retrieve information quickly and efficiently.
- Work more productively and effectively within a team.
- Link actions to long and short-term strategies.
- Distinguish the important from the urgent and incorporate high-value strategic tasks into their daily plan.

THE WORKINGSM@RT® EXPERIENCE

To achieve our results, *WorkingSm@rt*® is typically delivered as a comprehensive learning initiative which consists of:

- Delivery of the **initial workshop**, *WorkingSm@rt*® through **three, 2-hour virtual sessions**.
- Learning/reference guide (111 pages) and training materials.
- Up to 60 minutes of **personal coaching** for each participant.
- A post-workshop reinforcement strategy, **Learner4Life**, which gives participants access to ongoing support through monthly tips and regular webinars to stay productive.

WORKINGSM@RT PROCESS

Part 1 - Enhancing your Foundation for Productivity

Part 2 - Creating a Task and Email Management Process

Part 3 - Creating a Communication and Information Process

Part 4 - Your Personal Coaching Session – **scheduled at your convenience**