

# RobynPearce

## GettingAGrip

### Productivity

### Training System

**Robyn Pearce** CSP  
Time Management Specialist



photo by www.icanstudio.co.nz

Since overcoming her own poor time management habits, Robyn Pearce CSP (Certified Speaking Professional) has become an international time management and productivity specialist, based in rural New Zealand. Since 1992 she's been speaking, researching and writing about time management. She is now author of 5 books and travels the world helping people with their time challenges. This training system brings Robyn's practical down-to-earth teachings to a far wider audience – making productivity simple.

To learn more about the GettingAGrip Productivity Training System contact: [GettingAGrip.com](http://GettingAGrip.com)

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## How often do you hear these comments?

- >> I've too much to do.
- >> I'll have to stay late to get this work finished.
- >> If only there were three more hours in the day.
- >> I've no-one to delegate to.
- >> No-one else can do it as well as me.
- >> I can't keep up with my emails.

*Excellent time management and day-to-day productivity are key to profitable and effective organisations. However, the subject often slips under the radar. Get your manager and trainers licensed in the programs and you'll have internal advocates to help struggling staff with this vital skill.*

## Who can use the system?

- >> Independent facilitators/trainers
- >> Training companies
- >> In-house training and/or HR departments
- >> Managers
- >> Coaches
- >> Associations
- >> Franchises
- >> Schools, universities and colleges

*No matter what your industry, if you've got productivity 'slippage' in your company and are interested in increased productivity and profitability, you'll get value from these easy-to-deliver programs. If you require organisation-specific tailoring, we can also do this.*

- >> Practical Productivity Made Easy
- >> The perfect solution to keep your teams working both efficiently and effectively
- >> Training programs that can be delivered by either in-house or external facilitators or coaches

[gettingagrip.com](http://gettingagrip.com)

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## GettingAGripOn Time

The core skill applied by all top achievers, and the one thing most people say they haven't got enough of!

Your participants will learn:

- >> How to beat the interruptions
- >> How to stay on top of the 'to-do' list
- >> How to manage open plan workspaces
- >> Fresh and simple ways to plan and prioritise
- >> How to quickly diagnose and fix their own 'hot-spots'
- .... and much more



## GettingAGripOn Effective Meetings

Save those lost hours in time-wasting and boring meetings.

Your participants will learn:

- >> How not to waste time in meetings
- >> How to chair a meeting effectively
- >> How to handle conflict in the group
- >> How to set and run an effective agenda
- >> To know when and which meetings to attend .... and much more



## GettingAGripOn Delegation & Communication

Find how to achieve more in every day through the magical power of other people's efforts.

Your participants will learn:

- >> How to delegate and get co-operation from your associates
- >> How to help your boss delegate better
- >> How to be pro-active about clear instructions and deadlines
- >> What to do when your staff delegate to you!
- >> How to tactfully stop taking on other people's work
- .... and much more



## GettingAGripOn Paper & the Office Environment

Every piece of paper information lying around is a symptom of decisions not made or actions not completed.

Your participants will learn:

- >> How to structure both the office and systems for maximum efficiency
- >> Useful filing techniques
- >> How to clean up quickly, and keep it working smoothly
- .... and much more



## GettingAGripOn Email & Electronic Overload

Although this course uses Outlook as a basis for discussion, the concepts are generic and people with any email programs and in all stages of "email overwhelm" will get value.

Your participants will learn:

- >> How to minimise email addiction
- >> How to write email so the recipient can hear, see and action quickly
- >> Efficient set-up
- >> Efficient habits
- >> The power of email as a marketing tool
- .... and much more



## The Packs

These Packs are only available to licensed facilitators.

GettingAGripOn Time Facilitator Pack:

- >> Comprehensive GettingAGripOn Time Facilitator Manual.
- >> DVD of the highlights of a live 1-day program, presented by Robyn Pearce (2 & ¼ hours).
- >> The 2-CD soundtrack of the DVD.
- >> Plus all the items in the GettingAGripOn Time Participant's Pack.
- >> Other value-added items are added from time to time

GettingAGripOn Time Participant Pack:

- >> Workbook.
- >> Two books by Robyn Pearce - "GettingAGripOn Time" and "About Time – 120 Tips for Those with No Time".
- >> 6-set audio CD – complete content of the book 'GettingAGripOn Time' – read by the author.
- >> Bonuses: Free enrolment in 9-week emailed online course, "GettingAGripOn Planning & Prioritising" - US\$118 value.
- >> Free enrolment in the fortnightly "Top Time Tips" ezine, which gives support and useful new information to help people keep on track.

All other modules:

Each one has a comprehensive Facilitator's Manual, a Participant's Manual and further support materials.

Three of them also

include books:

GettingAGripOn the Paper War  
GettingAGripOn Leadership  
Superb Inbox Tricks & Strategies



For more information visit

[www.gettingagrip.com](http://www.gettingagrip.com)