

# The Electronic Ark

## 33.4% More Efficiency Tomorrow

16<sup>th</sup> August 2010, 09:00-17:00

or

14<sup>th</sup> October 2010, 09:00-17:00

Bahnhofstrasse 52

8001 Zurich, Switzerland



### Andy Habermacher

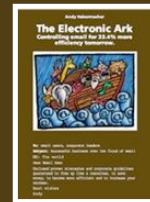
Certified Master Coach

CEO Corporate Training Programmes

Senior Consultant NeuroBusiness Group

International Speaker

Author "The Electronic Ark"



**The Electronic Ark:  
33.4% More Efficiency  
Tomorrow**

The book to the workshop

## The Electronic Ark

Proven strategies and corporate guidelines guaranteed to free up time & resources, to save money, to become more efficient and to increase your success

### Overview

Imagine the feeling of being in control of your time. Of finishing your day with a satisfied feeling of having completed everything you need to complete. Imagine having a complete overview of your tasks and your projects and knowing that you can and will complete them and that you will do this on time. That is what this workshop is about.

The first step in the workshop involves identifying time and the problems this causes us - we also need to appreciate that we have enough time. We then move onto organisation, identifying day's work and giving the simple strategies to become effective. There will be various tips on how to implement and to get around any barriers. The goal is that you can walk out of the workshop and that very day get you time management under control ... and keep it under control. It's easier than you think!

#### Why do this workshop?

Many of us feel under pressure and that there are not enough hours in day. We are generally not aware of where our time is going and what is happening with those precious minutes. We are consequently putting ourselves under undue pressure and stress. Most of this can be solved by increasing awareness of time and particularly of electronic noise that distracts us so often and can have a huge impact on our efficiency.

*"We have implemented many of the techniques from The Electronic Ark and we have seen the benefits in communication, efficiency, team spirit, a reduction in conflicts and simply making our unit more successful, and a better place to do business."*

Dr. Michael J. Elwell, Global Research Director, Huntsman Advanced Materials

Monday 16<sup>th</sup> August 2010, 09:00-17:00

or

Thursday 14<sup>th</sup> October 2010, 9:00-17:00

Bahnhofstrasse 52, 8001 Zurich, Switzerland

Price: CHF 950

#### Registration:

[andy@corporate-training.ch](mailto:andy@corporate-training.ch) / [www.corporate-training.ch](http://www.corporate-training.ch)

### Content

The workshop will look at Power Speaking In easy to implement practical terms. The content is designed to be a taster but to leave you with concrete tips and techniques to boost your speaking power.

- **Controlling electronic noise**
- **Mind blocks**
- **Reactive processing**
- **Emergency events**
- **Faults of prioritising**
- **Faults of "to do" lists**
- **Effective emails**
- **Getting answers**
- **How to do more in the same time**
- **Dealing with big tasks**
- **Planning**
- **Efficiency**

### Benefits

You will walk away with a clear overview of how you can improve your time management and fit more into your day. You will understand how electronic noise can cause more damage than good. You will have a clear idea of what is getting you off track and a plan to get your time on track.