



# Executive Productivity Coaching

Technology is supposed to make us more productive, **but...**

We have more **information.**

More to **read.**

More to **action.**

More **decisions.**

**More to do but no more time.**

The background of the slide is a blurred photograph of a modern office staircase. Several people in business attire are seen in motion, ascending and descending the stairs. The railing is dark, and the walls are light-colored with large windows.

Harness technology.  
Boost productivity.

# Gain More Time & Space



150 EMAILS. 8 MEETINGS. 40 TASKS. 10 DIRECT REPORTS.

## Only so many hours in a day.

Most senior executives we work with are challenged to find the time and space to focus on strategic priorities.

## Under-utilised technology.

Many highly organised and effective senior executives have struggled with the transition from paper-based tools to **new technology**.

How do you get the most out of your time?

Adapt Training Solution's Executive Coaching program will boost your personal productivity through better management of the information, technology and people around you. We will help you gain at least an additional hour of productive time each day.

## Senior Executives

Adapt has helped me and many of my colleagues to improve our effectiveness and sharpen our focus by changing the way we use our technology. Dermot's approach is straightforward, practical and produces immediate results.

Michael Rose, Chief Executive Partner  
Allens Arthur Robinson

Our executive coaching clients are all CEO's and Divisional Directors in some of Australia's most recognisable organisations.

Commonwealth Bank, DLA Phillips Fox, Harvey Norman, Allens Arthur Robinson, Rebel Sport, Deloitte, Fairfax Media, Reserve Bank, Citigroup

We understand the challenges faced by senior executives and tailor our strategies accordingly.

# Compact Coaching Process

Our Executive Coaching program is designed to be time-efficient and deliver immediate results. There are 4 short sessions paced over 6 weeks. All sessions are conducted in your office or workspace.

## Session 1

 1 HOUR

We will analyse your current situation and issues, set the desired outcomes and step through the coaching process.

## Session 2

 3 HOURS

In this session we introduce core strategies and establish your productivity system. Ideally your EA attends this session.

## Sessions 3&4

 2 x 1.5 HOURS

We then have 2 follow-up sessions to review progress, tweak the system as needed and help you embed the behavioural changes.

## Areas of focus

Most of our clients already have well-developed time management skills. Our aim is to consolidate and enhance these skills with a focus on better use of the technology at your fingertips. Typical areas of focus are:

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Managing e-mail and the Inbox

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Prioritising of time and tasks

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More focus and less mind clutter

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Reducing information overload

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Streamlining your workflow

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Maximising use of Blackberry or Handhelds

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Gaining control over desktop productivity tools such as Microsoft Outlook or Lotus Notes

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Strategies for working productively with Executive Assistants

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Keeping focus on delegations and communications due back

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Calendar strategies to reduce overloading

## Contact

For more information or to book your program please call 02 9797 9792 or email [coaching@adaptraining.com.au](mailto:coaching@adaptraining.com.au)

# About Adapt Training Solutions

Adapt Training Solutions is a Sydney-based training company founded by Dermot Crowley in 2002. Prior to starting the business, Dermot spent 8 years in the productivity training industry. During that period he observed the rapid emergence of productivity technology and the failure of traditional time management techniques to keep pace. Adapt Training Solutions was founded to address the gap.

Adapt has a team of highly experienced and passionate coaches and trainers who run programs for the corporate sector around Australia as well as globally in London, New York, Asia and New Zealand. Our clients return to us each year because of the extremely high quality of our programs and the consistent results we achieve.

## **Other services available through Adapt include:**

- Time management training using Outlook or Lotus Notes
- Effective Blackberry sessions
- Project management training
- Conference and key-note speeches



## For more information

WEB [www.adapttraining.com.au](http://www.adapttraining.com.au)

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