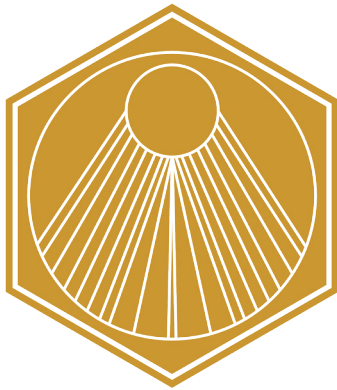


# THE ART OF WORK

AMARNA-GROUP.COM/ARTOFWORK



The Art of Work (AOW) is the proven path for getting in control of your world, and maintaining perspective in your life. Much more than a set of tips for time management and organization, AOW is a total work-life management system that transforms overwhelm into an integrated system of stress-free productivity and work life management system.

We empower individuals, teams and organizations to increase performance and work-life balance by creating sustainable cultures of alignment, focus, integrity, and accountability.

## LEARNING OUTCOMES

Our methodology supports a thoughtful approach to professional & personal productivity and increases the capacity for teams & individuals and to focus & execute their goals and supporting projects on time.

Our sought-after art of work seminar & coaching leverages three key areas: Content – Amarna Group introduces participants to time-tested proven methodologies that increase productivity through Technology – Participants create a customized Integrated Management System (IMS), maximizing the software you already own and use daily. Behavior – Participants will examine how current behaviors hamper productivity and identify changes they can make to increase performance and work/life balance.

Seminar attendees learn invaluable techniques for focusing on their strategic work despite the non-stop pressure of required--but not necessarily urgent--communications, decisions and actions.

## METHODS

Through experiential learning, the facilitator has you immediately applying the methodology. We customize our delivery and content to ensure that it adapts to each user's work style and role. By the end of the course, participants will feel empowered and gain a sense of control through their new Integrated Management System.

Managing e-mail overload, working on actions directly related to their objectives, and reducing interruptions are just some of the skills learned that will have users recovering up to 11 hours per week to drive sustainability.

## INTENDED RESULTS

Typical Results of the art of work seminar graduate: 11 hours of additional time per week per person, 6 more hours per week spent on key objectives, 78% reduction in the number of messages stored in the inbox, 19% reduction in time spent in meetings, 32% reduction in time spent doing e-mail, 33% reduction in time spent looking for information, 61% reduction in interruptions.