

WANT A **10-25% INCREASE** IN EFFICIENCY?

HERE ARE YOUR 3 KEYS TO

MINIMIZING DIGITAL OVERWHELM

Does your email inbox overwhelm you? Did you ever wake up in the middle of the night in a panic, because another really important issue completely slipped your mind? If so - you're not alone!

Most highly-productive people ignore the **OVERWHELMING COST** they've been paying for their productivity.

The 3-Keys (three 45-60 minute) webinar series will give you **A TURN-BY-TURN ROADMAP FOR MINIMIZING YOUR DIGITAL OVERWHELM BY 10-25% OR MORE.**



WHO IS CHRIS MCINTYRE?

Chris McIntyre is a **peak-performance expert**, motivational speaker and author of the new business leadership book, **The Roadmap to Freedom**. Chris has been featured in **The Complete Idiot's Guide** to Success as a Professional Speaker, **Fox News**, **Entrepreneur Magazine**, and has earned the National Speaker's Association's **Certified Speaking Professional Credential** - a designation held by less than **10 percent of speakers globally**. Chris has spoken to over 100,000 business leaders in 48 US States, and internationally in Saudi Arabia, India, Dubai, Canada and the UK.

HERE ARE THE KEYS FOR YOUR JOURNEY

KEY 1

TAME THE EMAIL MONSTER!

YOUR ROADMAP FOR GETTING & KEEPING YOUR INBOX AT ZERO

- Get and keep your **email inbox at zero** (and yes...it IS possible...)
- Find emails instantly with a simple yet **flexible filing structure**
- **Decrease email addiction** and increase accountability
- Spend **less time trapped** behind email to get the "real work" done
- Discover the **true cost** of "flagging & marking as unread"

BONUS: Whitepaper & tips for Outlook, G-mail, & Lotus

KEY 2

KEEP "ALL" OF YOUR AGREEMENTS!

YOUR ROADMAP FOR DROPPING THE OLD SCHOOL TO-DO LIST

- Keep a "real" **to-do list** that motivates (versus overwhelms) you
- Keep strategy in mind even as you **do the tactical work**
- **Prioritize competing demands** in a dynamic workplace
- Know what to say "**NO**" to and how to feel good about it

BONUS: "Knowledge Worker" guides for Toodledo & Omni-Focus

KEY 3

NEVER LOSE ANOTHER THING AGAIN!

YOUR ROADMAP FOR A CRAZY FAST PRODUCTIVITY SYSTEM

- Find **anything** on your computer **faster** than you can finish typing it
- Set up pre-made **quick searches** and favorite folders
- **Tailor your own project structure** so stuff stays where it should
- Create **templates** for recurring emails and consistent deliverables
- **Keep 100% of your commitments** at your fingertips

BONUS: MAC and PC "Crazy Fast" shortcut guides