

# The Overcoming Overload Workshop

Improving effectiveness by overcoming work overload and information clutter

## Doing more with less

Today's pressing need is for improved personal and corporate effectiveness—doing more with less. The interdependent relationship between work overload and information clutter means that if you can control one then you can manage the other. This results in improved leadership, decision making, and operational effectiveness leading to better work life balance.

## Outcomes

The Overcoming Overload Workshop shows you how to improve personal and team effectiveness by overcoming the negative impact of work overload and information clutter. You will be able to:

- Prioritize more effectively
- Improve your communication and decision making
- Manage unrealistic demands and distractions
- Enhance your effectiveness by eliminating information clutter

## The Personal Effectiveness Framework™

### 1. Use filtering principles to prioritize wisely

Your effectiveness is directly related to the impact you have on others. We will show you how to apply filtering principles to ensure your best fit to deliver the highest value possible.

Focus, while all people are valuable, they do not all have the same priority and you impact them differently. Filtering lets you build an interdependent relationship between your personal and organizational roles and goals.

In light of clear roles and relationships, issues and information become opportunities and tools that empower you to deliver your maximum impact for good.

**Focus on your most important and teachable people and avoid the negative impact of draining people.**



**Enhance your personal and corporate effectiveness by Developing work habits that reduce distractions and control unrealistic demands and expectations.**

### 2. Establish control systems to manage distractions

We will show you how to control the demands and distractions created by email, instant messaging, meetings, telephone, interruptions, and information clutter. You will be able to:

- Gain the support of your important people
- Define your optimal communication protocol and set reasonable expectations
- Handle demands with maximum efficiency

### 3. Use our unique filing methodology to eliminate information clutter

You do not need to know everything—just be able to find something when you need it. The Frequency of Use Filing Methodology™ will guide you in building a personalized clutter-free electronic and paper filing system that enhances your overall effectiveness and sharpens your focus on your true priorities.

## Results, Measurable and Sustainable

**92.3 %** is the overall satisfaction rating that workshop participants have given us. More important are the effectiveness and changed behaviors testimonials.

What you will learn is based on the wisdom of many respected authors and is supported by the experience and advice of many leaders and clients whom you will meet in the pages of our workshop resource book.

To read inside the book see [www.amazon.com](http://www.amazon.com) and search for ISBN 0-9736493-2-1.

## Client-tailored structure

Using personal and group assessments and interviews, we tailor the workshop presentations, coaching and exercises, to meet specific individual, group and corporate needs as well as measurable objectives and outcomes:

- **Personalised self assessment** starts with our online Effectiveness and Overload Gauge™. Along with pre-workshop interviews and exercises you will assess personal effectiveness and overload quotient, as well as your need for change. Consolidated survey reports help focus the workshop content and set benchmarks for expected benefits.
- **The on-site workshop** uses a client-tailored learning plan based on participants needs. At the end of the workshop you will create a personal action plan with accountability to deliver optimum individual and team benefits.
- **Personalized one-on-one coaching** is optional. Over an eight week period you receive support, encouragement, tips, and accountability.
- **Evaluation and re-assessment** are critical for ongoing improvement. This is done by retaking the Effectiveness and Overload Gauge™ and comparing personal results to the average change experienced by your peer group.
- **Team huddles** offer collaboration and shared experiences.
- **Support** by phone and e-mail our follow up continues towards your ongoing improvement.

## Workshop leaders



**BAHA AND MARGARET HABASHY**

For over thirty five years they have partnered in life. Working with clients as large as IBM and as small as local charities, they collaborate in helping organizations, leaders, and individuals achieve greater effectiveness and find relief from stress in an overloaded world.



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## Our track record

Client data collected by the Effectiveness and Overload Gauge™ is your proof of measurable sustainable results. Workshop participants realized an **Average Total Improvement of 28.3%**

- **Effectiveness 25%** —improving decision making
- **Filtering 26.3%** —prioritizing wisely
- **Control 29.0%** —managing demands and distractions
- **Filing 28.9%** —eliminating information clutter



**DOUG STERLING**

DIRECTOR, CORPORATE ACCOUNTING

"Since taking your workshop we have made great improvements in clearly understanding our roles and our personal effectiveness. We learned not only that we were not focusing enough on the high value aspects of our roles, but also that we had developed many bad work habits that inhibited our efficiency and personal effectiveness... we have now made many changes that are leading us to be more effective and more satisfied in our work lives."



**WENDY GILMORE**

VICE PRESIDENT, CLINICAL SUPPORT SERVICES

"To me personally the benefits from the workshop were immediate. I feel a tremendous weight has been lifted from my shoulders. I strongly recommend it. I have already recommended it."

## Imagine the benefits

Take a moment to imagine the benefits of focusing on your higher value roles, goals and activities. Imagine more effectiveness and less stress. Like many of our clients what you imagine can be your true experience.

Contact us today to find out how the Overcoming Overload Workshop can noticeably improve your personal and corporate effectiveness by overcoming work and information overload.

## More?

**Test your personal overload gauge:**

<http://www.nomoreoverload.com/test.html>

**90 Second Intro video:**

<http://www.nomoreoverload.com/media/PP/OOW-Intro/index.htm>

**Client evaluation letters:**

<http://www.nomoreoverload.com/ClientSay/Ltrs.html>