



# THE 50-HOUR WORKWEEK- IN 20 HOURS

## CUT YOUR WORKWEEK IN HALF!

**TRY IT: FREE 1-HOUR PILOT!**

This immersive workshop has been designed for professionals who want to spend fewer wasted hours at work, accomplish more important tasks, regain valuable hours in their workday, have more time available for personal pursuits, enjoy more quality time at home, and achieve better balance between work life and home life, all while attaining greater job success in the process.

<b>Save time by avoiding “Time Thieves” and wasting fewer hours</b>	<b>Achieve greater job success and satisfaction</b>	<b>Conduct effective and non-wasteful meetings and conference calls</b>
"Time Thieves" steal valuable time at work and are the primary drivers for wasted time, leading to overwork. We tell you what they are and how to avoid them.	Job success is determined by a focus on priorities, getting the right things done, and minimizing wasted time and effort, and we show you how to improve success by changing one basic work habit.	50% of meetings and calls are a waste of time. Yet, people feel neglectful if they don't conduct them. We show you how to conduct them correctly, respectfully, and efficiently.
<b>Tame and manage your email, getting your inbox down to email-zero</b>	<b>Achieve better responses through email etiquette</b>	<b>Reduce stress and improve well-being by reducing overwork</b>
We show you three time-tested methods of processing your email, managing it effectively, and cleaning out your inbox, leading to less stress.	We show you an approach to structure email messages with instructive subject lines and body content that make it easy for respondents to reply as you expect and in a timely manner.	70% of professionals experience overwork, and we explain the “Overwork Cycle,” its causes, and how to address them, leading to a more positive employee experience.
<b>Incorporate the use of your email and calendar software to enhance your productivity</b>	<b>Post-workshop sustainability</b>	<b>How to work intentionally</b>
We show you how to exploit the benefits of your email software and calendar (e.g., MS Outlook, Gmail, etc.) to increase your productivity, saving you hours of work time per week.	To support your efforts to incorporate and adopt our productivity best practices, we provide supportive services, including virtual workshop refreshers, one-to-one productivity support, and anytime phone support.	Being intentional about what you do at work can save hours per week. From documenting tasks to managing “fire drills” to working from your calendar, we show you how to maximize your workday.

This workshop can be delivered as a 1-day, 7-hour onsite workshop; a 4-hour onsite or virtual workshop; a 90-minute or 2-hour onsite or virtual Express Workshop; or a 90-minute refresher workshop. We provide all necessary materials.

In addition, we offer a **Productivity Assessment**, through which we gather information on departmental, business unit, or organizational employee work processes to identify the current productivity state and opportunities for improvement.



For more information or to speak with us directly, please contact us at 445.895.1665 or [Info@TheLab33.com](mailto:Info@TheLab33.com). Alternatively, feel free to visit our website at [www.TheLab33.com](http://www.TheLab33.com).

