

# INDIVIDUAL PERFORMANCE TUNE-UPS

*So, just how do you get more done with less?*

Together, we'll redesign the way you work, reconstruct your office and customize new ways for you to take care of business from the inside out! It starts with realistically assessing your information style, objectives, and work habits so you can get more work done in less time, while reducing stress.

*It has changed my life! My work environment has become a tool that helps me to be more productive rather than a place I try and avoid. I readily find information I need. I always have my materials for meetings at hand and I definitely have more time to support my team and work on projects.*

**Miles Appel, VP, Bank of America, Interactive Banking Operations**

## **MASTER PLAN: one session**

You will receive comprehensive review, evaluation, redesign and development of everything from Office Layout to Workflow and Filing Systems. Your follow-through resources include my book, *How to Do Space Age Work with a Stone Age Brain* and one phone coaching call. Together, we'll generate and review your customized step-by-step Action Plan, Ideal Workspace Map and Resource List.

*The benefits from Eve's coaching are continuing even months afterwards. ... I have become more aware of how to evaluate and streamline my activities on an ongoing basis. Whether or not your company is technology driven, the results from the Organizer Extraordinaire are sure to have a positive effect on the bottom line.*

**Wendy Bernstein Lash, President, Internet Roundtable Society**

## **TANDEM TUNE-UP: three sessions**

For executives or managers and their assistants. We'll start with your dual customized Master Plans and co-create office systems that support achieving your business goals. Plus, you'll both get the best results from your working relationship. Resources included: *How to Do Space Age Work with a Stone Age Brain* book and one follow-through phone coaching call for each session.

*The cost of being ineffective is more than reduced profit margin and wasted time. One of the real benefits of working with Eve was relief from the frustration and stress of not being able to work as well as I knew I could. ... Plus, I soon noticed the same systems she developed for me showing up in other executive offices!*

**Ann Stewart, Vice President and Principal, Maier & Seibel**

## **PERFORMANCE PLUS: five sessions**

*Guaranteed* to increase your personal productivity by at least 25 percent! Completely customized to your needs, Performance Plus starts with the Master Plan session; plus, total information systems review and redesign, your workspace wellness audit and personal systems implementation. You'll discover new ways to coordinate your Computer and Paper Systems. You also receive coaching on skills essential to maintaining your new streamlined office and to set up the best systems to support your excellent performance.

*I had to climb over boxes filled with hardware, software, manuals and reference items to get to my desk. When people saw my office they thought it was all work I hadn't gotten to yet instead of work that I just finished and left there. Since Eve's Performance Plus, not just my boss, but, my direct reports think I am doing a better job, too!*

**Pete Harnack, Sales Manager, TAB Products**