

**Don't
Waste
Another
Minute!™**

Tom Drews

A Time and Life Management
Workshop Presented by
What Works! Communications™

Don't Waste Another Minute!

We are excited to offer you a highly effective, fully customized time management program. By learning and practicing valuable time management skills, your staff will significantly enhance their productivity and achieve their most important goals and objectives much more readily.

Tom Drews, your consultant and trainer, is the Founder and President of What Works! Communications. He is an expert in the field of time management and has delivered his programs for companies including Symantec, Oracle, WebEx and Google.

This program varies in length from a one hour program to a full day. We include a blend of instruction, interaction and exercises, so that we deliver the most value possible. We also incorporate a great deal of humor and entertainment to keep your audience engaged.

Typically, our program covers five key areas, as listed below. We can also customize our program to meet your specific needs. These five areas are goal setting, the What Works Time Management System, productivity, email effectiveness and life balance.

I. Values, Vision and Goal Setting

There's no question that setting clear, measurable goals can significantly enhance one's ability to achieve their objectives. During the opening of our training program, we will discuss the value of goal setting and a simple process for how it works. The participants will walk through an exercise that focuses on one of their key shorter term objectives and the activities required to achieve it. We will also discuss the importance of defining our values and painting a bigger picture vision intended to build motivation and inspiration.

II. The What Works! Time Management System

Having a solid system in place for managing time will contribute greatly to achieving our shorter and longer term goals as mapped out in the beginning of our program. A system can serve as a valuable guide to help us to determine what to do more of and what to do less of. This portion of the course will include setting priority activities, scheduling and calendaring, delegating and planning projects. The participants will walk away with a process that will help them to plan their activities in the most efficient way possible.

III. Productivity

This module will build on the What Works! Time Management System by focusing on effectiveness and efficiency. Enhancing the productivity of your staff will help them to achieve their already clearly defined goals. Program content includes effective list making, handling procrastination, minimizing interruptions and distractions, and eliminating the greatest time wasters.

IV. Email Effectiveness

Our initial surveys indicated that the typical work now spends on average between 20-50% of their time on email, which equates to roughly 2-6 hours per day. Most people lack the ability to manage their email well, which can eat up a significant portion of their day. The average participant that has gone through our training program has “freed up” between 1 and 3 hours a day just by handling their email more effectively. Some of the strategies we will discuss include scheduling blocks of time for email, how to create the most ideal folders for storing and retrieving, a decision process for what to do and how to respond, creating templates, and abbreviating correspondence.

V. Balance in Work and Life

The majority of our program focuses on enhancing productivity, which ultimately leads us to better achieving our most worthy goals and objectives. The final portion of our course will walk the attendees through a simple and easy process for creating balance in work and life. Ultimately, if they can achieve a greater balance in their personal lives, they will be happier and more productive in their work lives. And visa versa. The majority of people that we have worked with in the past have indicated that finding a greater balance between work and life was “very” important.

Tom Drews, President and Founder

Tom Drews is a consultant, speaker, and the President of What Works! Communications, a company that delivers customized Time Management, Sales and Presentation Skills training programs to companies of all sizes both domestically and abroad. He has conducted Training Programs for technology companies including Symantec, WebEx Communications, Hyperion Software and Oracle. He has delivered courses in several countries around the world including Canada, Britain, Germany and Holland.

Tom was previously Vice President of Worldwide Sales for Zoom Systems, a well funded, innovative e-commerce company with offices in San Francisco, Australia and Germany. Clients included Motorola, AT&T, Hilton Hotels, Avis Rental Car, and Kinko's. Prior to Zoom Systems, Tom was Vice President of Sales for a San Francisco based software company which sold enterprise CRM and marketing software to large professional services firms, such as PricewaterhouseCoopers, across the United States and Europe.

Tom was also Founder and President of Active Stick Wear, which designed, manufactured, and distributed active sportswear and merchandise to 87 department store chains including Macy's, Penney's, Sears, Kids R Us, Footlocker and Wal-Mart.

Tom developed the ability to provide entertaining and engaging programs as a result of his years spent in Hollywood, where he performed comedy and improvisation, acted in commercials, had a lead role in a sitcom pilot, and played small parts on soap operas including Days of Our Lives, General Hospital, and The Young and The Restless.

Tom graduated from the University of Colorado, Boulder with a double major in Economics and Psychology. He serves on the board of National Speakers Association and is a member of the Screen Actors Guild.



Testimonials

"Tom presented his "Don't Waste Another Minute" time management program to an eager audience here at Google. His course far exceeded my expectations! I highly recommend Tom to anyone who wants to improve their time management skills..."

Swan Boon, Lead Recruiter
Google, Inc.

"Tom made an immediate impact with his ability to come in and establish credibility through his understanding of our requirements, our terms, and the need to have a program customized to our specific business. Tom's clear preparation and professionalism were evident throughout the process and the time invested in the program was very worthwhile. Spending any length of time out of the field or office is stressful. Time spent with Tom was informative, entertaining, and a valuable investment."

Susan Hollister, Training Director
Symantec

"I found the Time Management program to be extremely informative and fun. Tom kept the audience engaged with his knowledge and humor. The program really reminded me on how important it is to set goals for myself and actions to achieve them."

Cindy Bacher, Technical Recruiter
Google

"As a result of your time management course, I have increased my productivity by at least 40% and sleep comes much easier. I have recommended your course to several of my friends. Thank you!"

Chris Fry, Partner Channel Manager
VERITAS Software, England

"What a course you taught today! I can easily see freeing up at least an hour a day, which will have a profound impact on my life. I especially enjoyed the life balance portion of your course. I feel like I'll have much more time to spend with my family."

Kelly Oseka
The Sports Club / LA

"Tom, members of our staff thoroughly enjoyed your "Don't Waste Another Minute" program yesterday. We all agree that we will significantly improve our productivity and have more balance in our lives. Thank you again."

Kim Hubert, Staff Administrator
NCAA

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