

## **Details about the Personal Productivity Seminar: Using the Q4 Systems, Inc., course & Time-Linking©**

### **1. Who should take this course?**

This seminar is an intense and practical exercise-driven session that is specifically designed for these particular audiences:

- the Entrepreneur;
- the Small Business Owner;
- the Internet Marketer or Online Marketer; or
- the Podcaster.

### **2. Objectives of the seminar**

The purpose of this seminar is to be an online course delivered by *podcast* episodes and provide the skills for being able to manage one's self and the time involved in one's life to make the best choices and be able to do these effectively:

- Accomplish more activities...
- In less time...
- With better quality...
- And with reduced stress.

By introducing the technique of *time-linking*© and putting that element into immediate practical application, **LIFELONG SKILLS** are developed that can assist the attendee with these overall results:

- Free up time for the highest priorities (average is 3.8 hours per week);
- Handle multiple projects effectively, including details and tasks;
- Plan and organize effectively—whether online or conventional environments;
- Track and keep business commitments or deadlines, as well as follow-up on commitments from others;
- Gain control of one's day, which can then help to gain control of one's life.

### **3. Whose course is this?**

This course is owned by Q4 Systems, Inc. of Dallas, Texas ([www.q4systems.com](http://www.q4systems.com)). Q4 Systems has been a supplier of Time Management training and Project Management for such companies as IBM, AT&T, Motorola, Dell Computer, Texas Instruments—and numerous mid-size businesses since 1995. Prior to that, the founders of Q4 Systems had previously been instructors in Personal Productivity for more than 10 years.

Matrix Solutions Corporation is a company that is certified to train other firms and individuals in the Q4 Systems, Inc., Personal Productivity Course and deliver the skills of Time-Linking©. Matrix Solutions has been delivering this training since its initial certification in 1996. At first, it trained the Fortune 500 firms; but in the past years, it has focused on the Small and Medium Sized Businesses. Today, the training is almost entirely to Entrepreneurs and small business owners.

### **4. What are the pre-requisites for this course?**

None. The only requirement is to consume the podcast audio episodes, consume the materials, perform the practical application exercises, and attempt to form a habit of what you learn-- and that you have the desire to improve.

### **5. What materials will be used and delivered to the enrolled attendees?**

Materials will be delivered via podcast channel:

- over 24 audio podcast episodes;
- screencast tutorials (using tools like Camtasia Studio or similar programs);
- white papers, pdf documents, PPT slides and other materials;
- e-coaching sessions via Internet (like a webinar);
- 1-to-1 Personal Coaching session, individual, by telephone.

Optional: Q4 System Organizer at a discount rate

- some may just want concepts

Also: You will also receive a receipt for your payment and a document that states the expectations of the course for an attendee, as well as a training agreement (because we will be delivering copyrighted materials and intellectual property owned by Q4 Systems, Inc.).

### **6. Contents**

Utilizing the techniques of integrating Information Management and Activities Management in both conventional and electronic environments, *Time-Linking*© is introduced as a concept and a practical technique within a framework of productivity tools. The seminar contains multiple interactive exercises for practical application. Each section in the summary of topics, below, contains exercises that help the attendee develop the skills needed to succeed.

### **7. Summary of topics**

**The four qualities of Q4: vision, organization, planning & focus.**

**Are you out of control?...details and mental traffic.**

**“Time Management” doesn’t exist! Only *Choice management* does.**

**Are you wasting time during your day?**

**How to balance your life within the framework of time.**

**The foundation: creating goals for professional & personal life.**

**How productivity relates directly to habits.**

**The Control Center is your key to productivity & organization.**

**Time-Linking© from Q4 Systems, Inc.: what it is & how it works.**

**Learning Time-Linking© and making it second-nature.**

**Effective management of Communications—one key to productive professionalism.**

**Planning methodology for the Entrepreneur and Small Business Owner.**

**Managing multiple projects for the Entrepreneur & Small Business Owner.**

**How to free up time for your high-priority tasks and projects.**

**Methodologies to help you internalize the system and get immediate results.**

**How to gain control of your day.**

**How to overcome resistance to improving.**

**Dealing with—and overcoming—Procrastination.**

**How to deal with clutter effectively.**

**How to “keep score” and *win* in the Game of Productivity.**

**Focus within Productivity—the 360 degree requirement.**

**How to integrate this System with Lotus© Notes® and Microsoft© Office Outlook®**

**Other Productivity topics—and techniques for your success.**

**How to gain control of your life.**

[Note: These topics will be described in more detail in the first module that you will receive. This will be an additional episode, as it introduces the course and topics.]

**8. Pricing for the seminar and when the course will be delivered via podcast:**

The online course is from Matrix Solutions Corporation and it is *called “Gain Control of Your Day.”*

The internet price is normally \$249—and has been offered at a discount during the introductory period for \$99, when it was introduced at the PNME 2007 event.

Due to the delay in getting the seminar launched and available in September/October, the

Productivity Seminar at [www.gaincontrolofyourday.com](http://www.gaincontrolofyourday.com) will be available at the discount price of **\$99 each until 31 December 2007.**

The seminar session will begin and the materials we will start delivering the course on 2 January 2008 with the first audio episode.

This initial episode will have more details of the topics and modules listed, above.  
If you change your mind and decide that this course is not for you, you may get a refund within 30 days from the receipt of the first episode of TRAINING MATERIALS and the additional episode with the details for the topics and modules..

The seminar will have an audio episode and its related materials delivered via podcast channel every 3 weeks.

Why every 3 weeks? To allow you to use what you learn in the system and turn your knowledge into practical habits, which will then give you the results, which will then allow you to increase your productivity within weeks.

### **9. What this seminar is NOT:**

This seminar is NOT:

- a standalone lecture that does not require self-discipline and individual application of the tools and techniques;
- a course for “miracle or overnight” productivity results without practical application and forming habits;
- a group of episodes or DVDs all delivered at once for a consumption of the content in a “marathon” manner (e.g., all-at-one-sitting);

Note: This course is not offered to Productivity Consultants and/or other Trainers.

### **10. Questions about this seminar?**

If you have questions about this seminar, please send an email note to:

[gaincontrolofyourday@gmail.com](mailto:gaincontrolofyourday@gmail.com)

### **11. My Qualifications for facilitating and teaching this course**

Education and Training

Industry Experience

Certified Trainer

Personal Experiences with:

- stress and how to overcome it;
- teaching at the university, business and corporate levels;
- teaching at the Small Business and Entrepreneur levels;
- Published articles