

**Gain Control of Your Day**  
**Tools and Techniques**  
**For Personal Productivity**



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## **Personal Productivity Seminar**

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**Gain Control of Your Day**

**Personal Productivity Seminar**

*Module 25*

**Frequently Asked Questions (FAQ) & Review**

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# Gain Control of Your Day

## Personal Productivity Seminar

### *Module 25*

#### Frequently Asked Questions (FAQ) & Review

- **FAQ #1:**

**Why is there a contract at the end of the course, and why am I asked to sign it and adhere to its terms and conditions for a period of at least 60 days after the completion of the course?**

**Answer:** The contract document is called the *Personal Productivity Workshop Personal Challenge & Agreement*.

**This is a contract with the individual who enrolls in the course with his own self—and with no one else.**

**As is stated in the course, the metrics and research provided to Q4 Systems, Inc., indicate that the majority of positive experiences take place in forming the habits of *Time-Linking*<sup>™</sup> and in use of the methodologies for approximately 60 days *after* the formal completion of the course.**

**In the training, we compare this training to a military “boot camp” or Basic training, because we ask that the individual who enrolls in the course follow the processes, the methodologies and the techniques as they are taught—without modification or adjustment—for the period of 2 months after the successful completion of the course.**

**By doing so, the individual will be given the opportunity for maximum learning and internalizing of the techniques, tools and methodologies and processes as *habits*. This, in turn, will provide the individual an opportunity to replace older and prior habits with new ones that will result in usually anywhere from 5 to 25 percent productivity increases in each of the eleven areas of Personal Organization, as shown and discussed in the research during the course.**

**After the processes, techniques, tools and methodologies pass through the stages of change to become automatic, then it is recommended**

that individual can, in fact, adjust the learned and internalized habits to enhance them so that they can now provide even more value and be more effective for the unique personality traits and productivity environment of the individual.

Very much like “boot camp” or Basic Training, we encourage the individuals to “do it the way it is taught first”—without modifications. And then, after the 60-day period after the end of the course, the individual can progress to “advanced training” or adjustment to the skills and processes, techniques and methodologies—just as if the individual were in the military and advanced to the next stage of improving the *basic* skills taught in the “boot camp.”

Note: this has worked quite well in the past for the thousands of past enrolled students and individuals who benefited from using what they were taught in this course—and thus, historical data tends to defend this practice and argument.

- **FAQ #2:**

Is the Organizer system from Q4 Systems, Inc., a necessary requirement to take the course and benefit from it?

Answer: We recommend the Organizer system from Q4 Systems, Inc., and we make available the system at a discount for the individuals who enroll in the audio course.

However, the course can be taken without an absolute need for the Organizer. Since the *Discussion Guides* contain samples of how the forms are used in relation to the Time-Linking technique and the methodologies that are delivered, the actual physical forms are not absolutely needed in order to consume the course.

But the course does not provide any blank forms that can be reproduced. It does not deliver any of the quality blank forms for the individual to use in a day-to-day practical application of internalizing the technique and/or enhancing the skills of the methodologies.

- **FAQ #3:**

Why cannot the individual one-on-one consultation sessions that are provided with the course for those who enroll be scheduled at the beginning of the course?

**Answer:** The one-on-one sessions are an additional benefit that is very rarely offered (or not at all) by the other Productivity authors and/or trainers. Because the goal is to have the individual learn and internalize the habits of the technique of *Time-Linking*<sup>™</sup>, as well as acquire the skills of using the various methodologies, it is necessary for the individual to go through the material and get to a point in the training where the content has been delivered in a staged timeline, so that the skills can be acquired and the technique learned by practical application—and which can be internalized as habits.

Thus, the individual must know about Time-Linking and the methodologies, with enough time to practice them and internalize them. In this way, the individual one-on-one session will deal with the individual's unique environment and problem, and it will provide a better situation for using the techniques and methodologies to address specific issues to the individual's questions.

- **FAQ #4:**

Is there a hard-copy version or an e-book version of this course with all the materials?

**Answer:** Due to the length of the course (with over 130 single deliverables—i.e., mp3 files, topics pdf documents and discussion guide pdf documents), the feedback we have received from the students who have taken this course (both during an in-person classroom environment and in the electronic downloadable podcast environment) suggests that an e-book would be too voluminous. The same was said for a hardcopy book, the latter of which would be almost out of date as soon as it would be published and would need to be updated with another edition. The reason for this is because the intended audiences for this course are the podcaster or new media titan; the entrepreneur; the small business owner; and the online marketer or Internet marketer. As one can see in the electronic environment and the media industry, the rate of change is quite rapid. This does not appear to be a suitable environment for a voluminous book in hardcopy or e-book formats with over 60 hours of direct training materials.

- **FAQ #5:**

What type of materials are delivered to the student or participant that signs up for the course?

**Answer:** Each individual who signs up for the course receives an individual and unique RSS feed. This method of delivery guarantees the individual a direct communication with Matrix Solutions Corporation when the latter delivers the course material (i.e., the topics Table of Contents list, the Discussion Guide PDF document and the audio mp3 file for each episode and for the modules). There are no DVD discs or CD discs that are delivered to the a mailing address of the individual—everything is delivered electronically via an RSS feed and *iTunes*. For the most part, every episode will contain:

1. An *audio mp3* file that houses the content and lecture for each episode and/or module;
  2. A PDF document of several pages that serves as the accompanying *Discussion Guide* for each episode and/or module; and
  3. A PDF document that serves as the table-of-contents and list of *Topics* for each individual episode and/or module.
- **FAQ #6:** Are all the modules for this course the same length and in the same format?

**Answer:** There are 25 modules in this course. Not all modules are the same length. Due to the nature of the content for each module and the detail that needs to be covered for adequate learning, some of the modules contain multiple audio episodes (in some cases, as many as 4 episodes to a single module, with each episode being as long as 60 minutes or more in length).

In addition, the *Discussion Guide* pdf documents that are provided with each episode vary in length—again, depending upon the nature of the content and the practical application examples that are delivered to the student or participant.

- **FAQ #7:**  
Is this course available as a free podcast in the *iTunes*® directory?

**Answer:** As of now, this course is not available as a free podcast available on the *iTunes* directory. It is distributed via *iTunes* as a one-to-one RSS feed to the subscriber who signs up for the fee

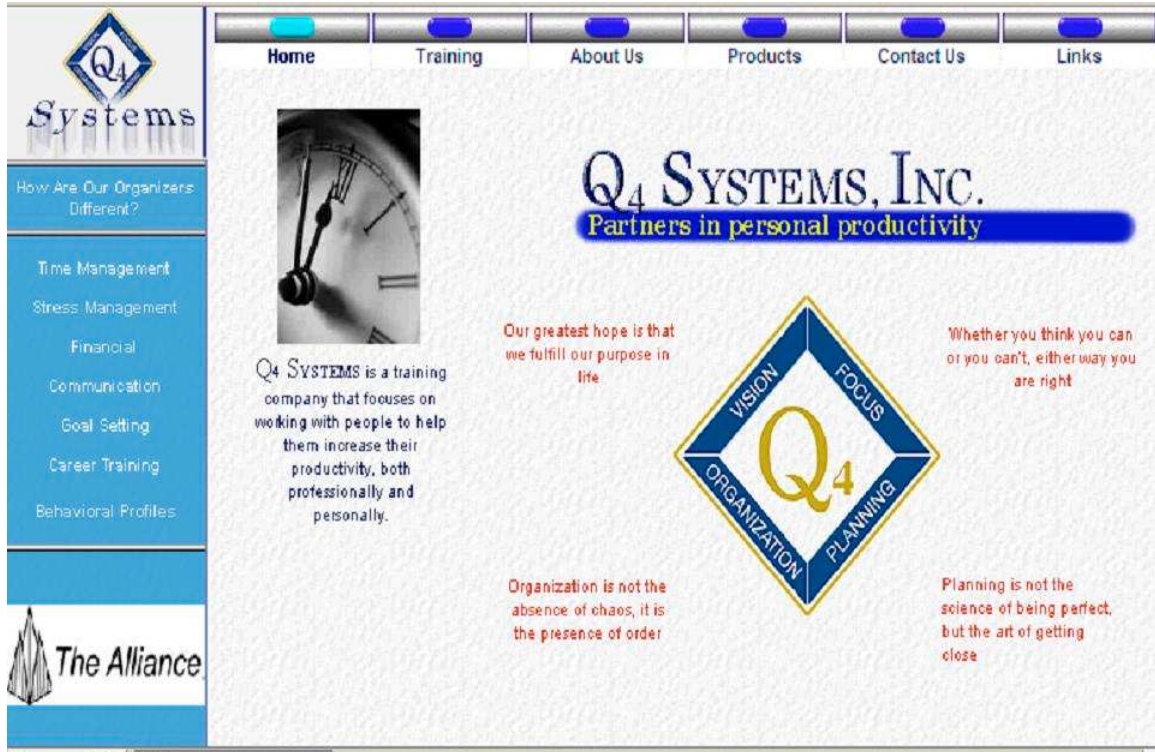
version of this course and is approved by submitting a training agreement document prior to starting the course.

- **FAQ #8:**

**Is Q4 Systems, Inc. a firm that only provides training for Personal Productivity?**

**Answer: Q4 Systems, Inc., the owner of the intellectual property that is delivered to you in this audio course, as well as their in-person training, also has other courses and established curricula. These range in several disciplines, which are listed in their home page (as of the date of this FAQ):**

- **Time Management**
- **Stress Management**
- **Financial Skills**
- **Communication Skills**
- **Goal Setting**
- **Career Training**
- **Behavioral Profiles**



Link to Q4 Systems home page: <http://www.q4systems.com>

- **FAQ #9:**

**You say that a lot of the concepts are not new that are being delivered in this course—or in other courses delivered by others who claim that they are productivity specialists. How old are these concepts and when did they emerge?**

**Answer: Many of these concepts started in the early 1970's with Alan Lakein, the author of the book *How to get Control of Your Time and Your Life*. The concept of *Time-Linking*® had its origins since 1974. As you can see from the copyright of the books, some of the more noted authors in their publishing machine empires had their books published in 1988, 1989 and 1991 and 2001. Thus, what these authors try to have an appearance as new or relatively recent concepts are actually very time-tested and established—and they are *not* the creations of these authors.**

- **FAQ #10:**

**How come other Productivity Professionals and Trainers that write books and provide CDs and training programs don't mention the**

technique of *Time-Linking*<sup>™</sup> or provide the methodologies that are delivered in this course?

**Answer: *Time-Linking*<sup>™</sup> is a technique that is the intellectual property of Q4 Systems, Inc. In fact, all the materials that were delivered to you in this audio course are Copyright © 2008, Q4 Systems, Inc. and Matrix Solutions Corporation. All Rights Reserved. Because these materials for the regular in-person training workshop are owned as intellectual property by Q4 Systems, they are not the property of such who have published books, CDs, DVDs, or offer workshops or training or programs dealing with Personal Productivity—or those who claim to be Productivity consultants. That is why they cannot espouse or teach this as their own, and that is why it may seem to you that they have to go around the “long way” to get to what is a very simple concept and technique to make the Personal Productivity methodologies work so well. They, in fact, have to settle for what they can deliver as alternative strategies so that they can keep on selling you their books, CDs and programs, etc. – because one can argue that they are publishing machines and need to put out another book or CD—hence, the old adage, “publish or perish.”**

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