

Hello!

I hope that this packet finds you well and that you are having a productive day.

I respect your time as a busy professional, so I'll get right to the point. I am a productivity speaker and consultant, and am writing you today to share my speaking and training topics with you and ask a few key questions:

1. Are you or your employees struggling with feeling overwhelmed by the workload?
2. Are time management, procrastination and personality conflicts getting in the way of productivity?
3. Would you be interested in customized training that addresses these productivity challenges?

If you answered "Yes" to of these questions, let's collaborate on your training needs.

Attached are descriptors of a few of my more popular speaking workshops, which can be customized to meet the needs of your team! I'll contact you soon to set up a time to speak, once you've reviewed the attached materials.

Productively Yours,



Nicole Chamblin, CPO®, CPES®,
Chief Visionary/Productivity Consultant

NICOLE CHAMBLIN

Productivity Speaker & Consultant

Nicole Chamblin, MA, CPO®, is a productivity consultant who loves helping clients connect with their vision, communicate their goals and collaborate with others more productively.

A speaker, author and passionate trainer, Nicole loves teaching ways to more effectively manage goals, set priorities, kick self-defeating behaviors and improve teamwork.

Leveraging her background in psychology and communications with real world lessons from working in marketing and advertising and serving on not-for-profit boards, Nicole brings unique insight into the productivity challenges facing us at work.

Nicole's engaging style delivers proven tips, tools and best practices to help manage the feeling of overwhelm and gain mental clarity.

SEMINAR AND WORKSHOP TITLES

- 🕒 CONQUERING PROCRASTINATION & GETTING OUT OF YOUR OWN WAY!
- 🕒 MASTERING THE OVERWHELM WITH PRODUCTIVE USE OF TIME!
- 🕒 FINDING YOUR PRODUCTIVE PERSONALITY

SPEAKING TOPICS INCLUDE

- 🕒 TIME MANAGEMENT, VISION & GOAL SETTING
- 🕒 PROCRASTINATION, PERFECTIONISM & PRODUCTIVITY
- 🕒 PERSONALITY INFLUENCES ON TEAM COLLABORATION & PRODUCTIVITY



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WHAT OTHERS SAY ABOUT NICOLE



“ SHE IS AN EXTRAORDINARY PRESENTER! THIS IS A TOUGH CROWD AND SHE WAS UPBEAT, WONDERFULLY WELL-INFORMED AND FUN! ”

“Nicole’s sessions are invaluable. She gives direct advice and strategies for getting organized & overcoming procrastination. I learned how to get past my own negative thoughts to move forward on my projects.”

“ TOTALLY, HONESTLY EXCELLENT! A GREAT STARTING POINT WITH LOTS OF TOOLS TO TAKE HOME & APPLY WHEN YOU RUN INTO ROADBLOCKS. A GREAT EYE OPENER. ”

“OVERALL I THOUGHT THE WORKSHOP WAS EXCELLENT. The material was relevant and presented in a way that was educational and fun. I loved the amount of class interaction that was encouraged. Seeing/hearing about my type was like reading a book all about me!”



“ Nicole is extremely knowledgeable on the subject and delivers the information in a fun and exciting manner. I KNEW FROM THE MOMENT WE WALKED IN THE DOOR IT WAS GOING TO BE A GREAT TIME! ”



CLIENTS HAVE INCLUDED



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Connect with your Vision. Communicate your Goals. Collaborate more Productively.™

Organizing for Mental Clarity

Organizing for Mental Clarity is a workshop designed to provide practical, yet easy to implement techniques to manage the mental and physical clutter that can occur in the workplace.

Clutter and disorganization can distract you from achieving your goals. Clearing the mental and physical clutter is a key part of being productive.

This workshop covers techniques and best practices for getting and staying organized, including reducing paper clutter, managing electronic files and incoming items.

By attending this workshop, participants will:

- ◆ Understand basic organizing principles.
- ◆ Know how to identify signs of disorganization.
- ◆ Learn how to work the VISIONS Process to overcome disorganization.
- ◆ Master focus and “brain dump” techniques for brainstorming and capturing ideas.
- ◆ Walk away with a list of action items that can be implemented for a more productive workspace.

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Delegation Mastery for Project Management Success

Delegation Mastery for Project Management Success will improve delegation skills and personal accountability; allowing participants to effectively assign project work, manage workflow and improve team productivity.

Mastering the art of delegation can transform managers from what they can do, to what they can control. Participants will learn how to work more strategically, while allowing employees to develop new skills and achieve their stretch goals.

This workshop is ideal for newly promoted managers or anyone looking to strengthen their delegation skills.

By attending this workshop, participants will:

- ◆ Discover techniques for overcoming barriers to delegation.
- ◆ Understand how to avoid micromanagement.
- ◆ Learn how to set achievable goals.
- ◆ Acquire skills to assign work while maintaining visibility to project status.

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Knowledge Preservation to Boost Productivity

Knowledge Preservation to Boost Productivity is workshop that teaches the value of having a strategy in place to preserve valuable information, improve productivity on cross-functional teams and boost productivity.

A key to supporting growth through career paths, knowledge preservation captures the "how" of running your organization. Knowledge preservation is an often overlooked cost cutting and productivity boosting measure.

During this session attendees will understand review:

- ◆ why they should care about knowledge preservation
- ◆ how it can foster productivity, collaboration and team work
- ◆ best practice considerations
- ◆ some simple ways to get started

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Building Productive Habits That Deliver Results

Building Productive Habits That Deliver Results is a half day workshop that is focused on helping participants conquer and overcome self-defeating behaviors.

At some level we all struggle with a self-defeating behaviors like procrastination or perfectionism that drain our energy and distract our focus.

Through assessments and discussion, participants will understand the root cause of negative behaviors like procrastination, perfectionism and micromanagement and walk away with proven techniques for accomplishing their work more effectively.

By attending this workshop, participants will:

- ◆ Understand the physiological root causes and influences of self-defeating behaviors.
- ◆ Complete assessments to identify their key challenges.
- ◆ Learn about productivity blocking thought and emotions.
- ◆ Walk away with an action plan for being more productive and accountable.

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Mastering Productive Use of Time

Mastering Productive Use of Time is a workshop designed to teach participants effective skills for managing their activities and investment of time, for greater productivity and accountability.

Most of us can teach the theory of "time management". We know the quotes, we have read the books, yet sometimes we still struggle with putting theory into practice.

Designed to build on the basics, this course will help sharpen your "time management" skills, put some new tools in your arsenal and help minimize the feeling of being overwhelmed.

Though it may serve as a refresher for some, attendees will learn at least one new twist to help use their time more productively.

Ideal for those who feel lost in the shuffle of their day or who are overwhelmed with a long to-do list, this workshop will cover best practices for staying on top of assignments, tasks and projects while making sure important work gets the right attention.

By attending this workshop, participants will:

- ◆ Understand how to move from long term goals to daily task planning.
- ◆ Master creating SMARTer and achievable goals.
- ◆ Focus more on Quadrant II activities.
- ◆ Develop techniques for managing multiple priorities and chunking projects into manageable tasks.
- ◆ Learn calendaring best practices and how to avoid time wasters.

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Being a More Productive Team Player

Being a More Productive Team Player is a half day workshop designed to improve self-awareness, communication and teamwork.

It's all about T.E.A.M-Together Everyone Achieves More!

Through several interactive exercises highlighting the differences and opportunities for each temperament, participants will grow to understand how their personality influences the way they communicate and collaborate in a team environment.

Each individual receives a report based on the Keirsey Temperament Sorter Theory, including personality type, leadership style and workplace communication preferences and will walk away with information and best practices they can put in place to leverage the strengths and minimize potential obstacles of each personality type.

This workshop is ideal for those who want to learn more about how personality influences the way they process information, make decisions and communicate with others.

In this half day session, participants will:

- ◆ Learn more about how they recharge their energy, process information, make decisions and respond to structure.
- ◆ Understand how their personality influences and preferences impact the way they manage their projects and teamwork.
- ◆ Be given specific techniques to work with each personality types to improve collaboration with colleagues.

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Creating a More Collaborative & Productive Team Environment

Creating a More Collaborative & Productive Team Environment is a full day workshop that focuses on the productivity challenges that plagues teams. Packed with practical yet proven insights and techniques designed to boost productivity, foster idea sharing, brainstorming and develop healthy collaboration habits.

Managing information and workflow is much easier when there is clarity of goals. Learning to work SMARTer, becoming more productive, and putting leadership and personality strengths to work is the key to highly productive teams.

This workshop will focus on keeping everyone focused on the shared vision, working towards mutual goals and strengthening productivity.

Participants will learn best practices for productive meetings, improving accountability and follow through for better collaboration.

In this full day session, participants will be given specific techniques to:

- ◆ Set and achieve SMARTer goals.
- ◆ Enhance idea sharing, brainstorming and project ownership.
- ◆ Improve the ability to follow up and follow through on assignments.
- ◆ Better prioritize workload and manage deadlines.
- ◆ Leverage personality types to improve collaboration with colleagues for improved productivity.

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