



Learn How to Work in the 21st Century

An Overview of Mission Control Productivity
and the Mission Control® System



Mission Control is an exciting new approach to managing your work and everything to do that provides a dramatic increase in productivity and effectiveness while reducing feelings of stress and overwhelm.

Life is faster and more complex in the 21st Century

Working in the 21st Century is tougher. We're deluged with information, troubled by impossible deadlines, and overwhelmed by high-spiralling expectations. No matter how well-organised we are, we simply can't get it all done.

The 20th Century techniques for personal productivity - approaches that were developed more than 30 years ago - are simply insufficient for the demands of today's work environment.

Mission Control provides an entirely new way of thinking about, organising, and managing your work and life

In our programs, you learn how you developed your work habits unconsciously over time as a strategy for dealing with everything coming at you. You see how familiar and established work habits can be obstacles to your productivity.

With Mission Control, you are able to build new work habits for dealing powerfully with the flood of demands, tasks, activities, problems and opportunities coming at you - work habits that leave you more confident, focussed and effective.

Mission Control gives you a new system for dealing with everything - immediately making you more productive

You'll get a new system for working in the 21st Century - six new tools with accompanying work practices that enable you to manage everything you are doing and not doing - so everything is handled all of the time.

Using the Mission Control System, you will be able to focus on what is in front of you and bring all of your intelligence, creativity and natural ability to bear on your work. With Mission Control, you will find yourself accomplishing what is important to you.

Mission Control enables you to increase your productivity while reducing stress and overwhelm

"Since I took the workshop nearly a year ago, I've doubled my productivity.

This increase comes not only from implementing the Mission Control System, but also from the clarity and peace of mind I now have.

The most profound change has been the way that clarity impacts how I do my job. It's incredible."

*Marty Millington
Senior Human Resources
Manager, Toshiba America*

"Since taking Mission Control, I've had a 100% increase in productivity. I now have control over my work and I'm working on the things that truly make a difference for my company.

And, my peace of mind has increased because I am able to be truthful about when things are going to be done. Now if I say it is going to be done, it's done. It's priceless."

*Debbie Hyde-Duby
President, Pearle VisionCare,*

Pentagy: Mission Control Licensed Partner
www.pentagy.com.au

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In New Zealand: 0274-994-233, 09-235-0011



TOP TRAINING
PRODUCT
HUMAN RESOURCE
EXECUTIVE MAGAZINE

Productivity & Accomplishment Workshop

You will learn the fundamental principles of Mission Control and detailed work practices for each of the six elements of the Mission Control System. You will leave the workshop able to use the Mission Control system to build work habits that will leave you more powerful, focused and productive.

You will learn:

- How to schedule yourself and your commitments so that you are consistently and powerfully focused on what is most important to you.
- How to effectively manage everything there is for you to do and handle, including what you are not doing so that it is not nagging at you and impeding your productivity.
- How to convert tasks and to-dos into accomplishments that draw you naturally into action.
- How to use your organisation tools to capture thoughts, ideas, and information before you forget them - which will help you do your best thinking and realise your plans.
- How to manage key projects to keep them moving forward, even in the presence of interruptions and emergencies.
- How to create each week as an ongoing series of accomplishments, rather than being overwhelmed by the demands on your time and resources.
- How to assess your own productivity - and how to keep increasing your level of productivity over time.

Productivity & Accomplishment includes:

The Productivity & Accomplishment Workshop. The workshop is led by a certified Mission Control leader in a classroom format. It combines the delivery of the Mission Control principles, tools and practices with lively group interaction.

The Mission Control Workshop Folder. This manual includes a complete review of all workshop material, and provides detailed information on each of the six tools in the Mission Control system and the standard work practices for each tool.

Software templates to get you started. These templates in Microsoft Excel will save time and help you get started with the Mission Control system.

Increase Your Impact. This CD-ROM supplement trains you in the implementation of the Six Tools and Work Practices of the Mission Control System.

Productivity & Accomplishment is for people who want to:

- Dramatically increase productivity,
- Produce the results that are most important,
- Learn a new way to think about, organise and manage work,
- Reduce feelings of stress and worry, and
- Create new levels of focus and effectiveness at work and in life.

Workshops in Australia

Sydney, Australia - April 16/17

Sydney, Australia - August 27/28

Sydney, Australia - November 26/27

Mission Control for Groups and Organisations

Mission Control also offers programs for executives, managers, teams and individuals in organisations, available for groups of 10 people or more. By adopting what they learn, individuals, teams, and entire departments see extraordinary increases in their productivity out of using the Mission Control System. Ask us about a program for your organisation.

"Since attending the Mission Control workshop, I have been able to organize and structure my work a lot better. I know in advance what I am going to accomplish on a day to day basis.

I can only tell that I feel really relaxed and positive! Not only is this training great to apply at work but it also works effectively in your private life."

*Celine Bernhardt
KM Coordinator,
PricewaterhouseCoopers*

"Since Mission Control, I am working fewer hours and accomplishing as much as I was previously.

In fact, I am now exercising three to four nights a week, where I wasn't at all before."

*Donna Osowski
Market Manager,
BMW of North America*

"The two days I spent were of great practical value. The workshop ultimately brings the participant to a clear understanding of his or her limitations - the constraints of time and energy that we usually deny.

What I saw in the workshop was that accepting these constraints was the beginning of real creative stewardship of my gifts."

*Steven R. Tomlinson
Professor,
McCombs School of Business,
University of Texas at Austin*

"I'm amazed by the sense of accomplishment that I have realized from using Mission Control. Before, when I was at work, I was multitasking and working hard, yet at the end of the day I lost track of what I had completed.

Now, I know what I'm going to do on a particular day, and I get it done. I also have time to focus on one thing at a time and give it 100% of my effort, with a higher quality output. It's awesome."

*David Rose
Manager of Standard Products
and Tools, Metrowerks,
a subsidiary of Motorola*