

"Super Productivity Tools for Superwomen"**Getting Things Done with IBM Lotus Notes**

- Do you want to go home at the end of the day with an empty inbox?
- Are you tired of leaving work with more on your plate than when your day began?
- Do you wish you could manage your to-do list instead of feeling like your to-do list is managing you?
- Would you like to tackle your work week with the confidence of knowing you're being as productive as you can possibly be?
- Are you ready to save 30 minutes of otherwise-wasted time every day?
- Would you like to make yourself indispensable to your manager?

On September 14th, 2011, Kelly and Eric will show you how.

Sign up today! www.eProductivity.com/dx/IBMSVL-Webinar

Agenda

- Your Personal Productivity Equation
- Essentials of GTD®
- eProductivity™ for IBM Lotus Notes
- Resources and Tools
- Q&A

Webinar Details

Date: September 14, 2011

Time: 12:00 PM—1:00 PM PST

Cost: Free

Open to: Everyone

Space is limited so sign up today!



Kelly Forrister is a senior coach and presenter for The David Allen Company and has many years experience in productivity and workflow systems. A long-time user of Lotus Notes software, Kelly has a unique perspective on how to get things done with Lotus Notes.

Her extensive knowledge of product development, marketing, and education allows her to implement David Allen's 'Getting Things Done®' (GTD®) methodology across many industries and platforms.

She engages her clients with her humor and considerable knowledge, assisting many in their practical application of the GTD methodology.



Eric Mack, MKM has been helping clients work smarter for the past 25 years by showing them how to apply Information, Communication, and Action technologies and methodologies to their work.

Eric is a frequent presenter on topics of collaboration, personal productivity and knowledge management, at KMWORLD and IBM Lotusphere Conferences and the GTD Summit. In the summer of 2011, Eric was selected as an IBM Champion for collaboration software.

He is the creator of eProductivity for IBM Lotus Notes, the software that makes getting things done in Lotus Notes, easy.