



A Practical Training For Knowledge Workers About How To Work Smarter, Not Harder - In Today's Information Era



Moderator: Bat-Hen G

All of us are 'drowning' almost daily in excess amounts of information, communications and messages.

Smartphones have introduced countless small tasks and activities into our already pressurized and intensive work days.

We are being dragged into the undercurrent - doing solely the most urgent jobs, not succeeding in raising our heads to see the overview, the wider picture, and unable to ascertain whether all our energy is focused in the right direction to achieve our goals.

It is very tiresome to work like this every day and also negatively affects work efficiency and effectivity.

THE WORKSHOP AND LECTURE: *HIME YOUR TIME - A SURVIVAL KIT FOR WORKING & LIVING IN THE DIGITAL ERA will decrease employees work load and enable completion of assignments without feeling stressed or overloaded.

* HIME = High Impact Minimal Effort

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APPLY A NEW SET OF SKILLS TO SUIT LIFE IN THE INFORMATION ERA

1

"YOU MUST WORK
HARD TO ACHIEVE
SUCCESS".

WRONG!

This is a very harmful belief and does not serve in achieving your life's potential in today's information era.

You should aim to work smart, save your energy to focus on few things, make sure you invest in your relationships, health and mind.

Otherwise, you will quickly get sick, tired and will not be of service to others.

2

"WHEN THINGS GET
TOUGH, TRY HARDER.
NO PAIN, NO GAIN".

WRONG!

When things get tough, the best thing you can do is LET GO.

Let go of your keyboard and go outside, change your environment, go breathe, think, contemplate, try approaching the task on a different day and time.

The latest brain research shows that our frontal lobe, the one responsible for new ideas, insights and problem solving, lights up in optimal performance under one condition and that is when you simply daydream, and gaze into the horizon.

When you stop trying to think and solve and you simply let go, that is when our brains work in their full potential and capacity.

3

"STOP
PROCRASTINATING,
AND GET THINGS
DONE ALREADY".

WRONG!

In ancient Egypt procrastination meant "waiting for the right time"

It's actually very good to procrastinate, as long as you manage your postponed tasks in a system that I teach, so tasks don't get lost.

WHAT WILL YOU LEARN TO DO? LISTEN CLOSELY...

LIFE VALUES & LIFE HABITS

- ✓ Why being available all the time reduces our productivity immensely

- ✓ Why the new French Law "the right to disconnect" will increase companies' profits and growth

- ✓ How to get our brain to operate in its optimum state

- ✓ How to wisely manage your time for all size tasks.

- ✓ How to make time for anything we want in both our professional and personal lives

- ✓ How to create a work environment that will enable teams to focus and engage in deep work

- ✓ How to use procrastination to increase my productivity

OPTIMIZING OUR MOST BASIC WEB-TOOLS: EMAIL & CALENDAR

- ✓ How to wisely plan and automate information overload from all sites: SMS, whatsapp, emails, mailing lists, telephones, project management software, meetings, conference calls and more.

- ✓ Efficient handling of Email and all types of input

- ✓ How to optimize my calendar into a super-tool so that we can easily find time and make progress on our important-not-urgent-tasks that we so need to work on .

VARIOUS ADD-ON'S, WEB-TOOLS & AUTOMATED WORKFLOWS

- ✓ What are some great web-tools and apps to consume content?

- ✓ How and when to use each app or web-tool so that we will be taking advantage of only the positive aspects of technology

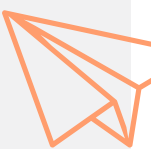
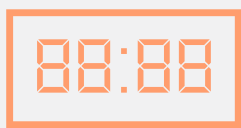
- ✓ Building semi-automated workflows customized for each participant

- ✓ Hands on Web-tools integration customized for each participant

- ✓ What do to with all those open tabs? Solutions for a crowded browser

- ✓ Customizing mobile notifications, apps and web-tools for each participant.

At the end of the training, participants will know exactly how to be both efficient and effective (its not the same thing...), how to plan and execute an excellent work week and freedom engendering habits for a thriving personal and professional life.





WHAT ARE PARTICIPANTS SAYING ABOUT THE SEMINAR?

"..excellent training! The only thing I was sorry about was the time I spent deliberating whether or not to join the workshop. Bat-chen, you are wonderful, precise and creative – you taught valuable tools, simple and easy, to manage time in this era of information overload. No doubt that after your workshop everything looks organized and different. With great appreciation and thanks."

Omit Ido, Director of Marketing Strategy, TEDexMED

"Bat-chen, again you proved to me that it is worthwhile to get out of the busy office in order to gain insights at your seminars. I already shared these with the Sales personnel and they are very appreciative! I will be gradually introducing the remainder of your recommendations"

Ruth Bridger, VP Marketing, Xorcom

"an innovation workshop, touching on professional and human values. Equips the marketing staff with effective tools for processes and team management on a personalized basis. I enjoyed this very much.!"

Keera Tschernicovsky, Marketing Manager, Credorax Company

"Bat-chen your workshop improved my every day and even my weekends! I decided to stick to Google Keep and now I don't miss a single task. I recommend this training to everyone because its always good to hear and learn about new ways to manage the little time we have. Thank you very much"

Inbal Asael Sharabi Weiner, Radware

"This training is the shortest way out of the "I don't have enough time" loop. It's a tested method, simple and efficient to plan and deal with the enormous amount of constant distractions. I highly recommend!"

Aviv Cohen , VP Marketing, Earnix



"...Attending this workshop improved my time management skills and helped me balance my day at work..."

[Carolina Dobrovsky, Marketing @ Alpha-Bio](#)

"An amazing experience. Totally spot on. Got my productivity level up within a day, and can't wait for the next meeting"

[Nili Goldberg, Company owner @ Growthanomics](#)

"the best 2-days you'll ever invest in improving your daily productivity. the workshop is very methodological and provides practical advise you can rapidly implement. the results are stunning! I am more efficient, much more organized, stress levels are down and focus and productivity levels are up. I entered the workshop with 371 emails in my inbox and tens of sticky notes, notebooks, to do lists etc. Today, I don't leave home with more than 20 emails in my inbox"

[Rafi Kretchmer, Product Marketing Director @ Amdocs](#)

"Life changing, not because my life changed upside down, but rather because all the small details and changes I made to my calendar, made my days more productive, my time more valuable, and my efficiency...well it is getting much better. Thumbs up."

[Reut Tsabari, Tel Aviv University](#)

"I found myself constantly struggling to prioritize my daily tasks and get more done each day. After the workshop with Bat-chen it all becomes much easier. I have become more productive, more efficient, and get more done in the same amount of time. If you feel like you do not have the time to spare for this workshop then you NEED it! It offers practical tools to manage your time better and overall improve your results in the long run."

[Almog Italie, Partner @ MAXI-SITE](#)

"Very interesting and education course. I learned a lot, implemented many of the tools and brought up my productivity and efficiency way up. I would like to recommend the "Survival Kit for Working in the Digital Era" to anyone. This is something that any employee and/or independent person will thank Bat-chen after he/she takes it."

[Noa Yonish, New York Institute of Technology](#)



Bat-Hen

Time Hacker , Digital Workflow Expert, Speaker & Author of
Hime Your Time: A Survival Kit for Working & Living in the Digital Era
Bat-hen@mc-forum.co.il | www.himeyourtime.com | 972-50-333-9049