

Beyond Overload: THE 10 Secrets to Get Back Control



Presented by
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THE 10 Secrets to to Get Back Control

Secret #1: Get your _____.

Secret #2: Work on your _____ management AND
_____ skills.

Secret #3: Read the _____, get rid of the _____.

Secret #4: Let _____ work FOR you.

Secret #5: Get _____!

Secret #6: Manage your _____.

Secret #7: _____ deeply.

Secret #8: Think _____.

Secret #9: Learn your _____ software.

Secret #10: Remember what makes YOU _____!



What's Working And What's Not

What's Working
(What I want MORE of. . .)

What's NOT Working
(What I want LESS of. . .)



Some of the SMARTEST Time Management and Organization Reminders

Use ONE _____.

Get an _____ start OR stay _____.

Do priority work at your _____ time.

Check email _____ to _____ times a day. (at least _____!)

Put a deadline on ALL your _____.

Handle each piece of paper only _____.

Make appointments with and for _____.

Avoid time _____. (be tactful)

Plan the next _____ the night before.

Leave _____ in your schedule.

Always ask yourself:

" _____?"
~~~~~

Unclutter your mind by \_\_\_\_\_ your spaces.

Know that being organized means identifying what's \_\_\_\_\_ to YOU  
and then finding a home for those items.

Remember \_\_\_\_\_? Organize your office and home the same way!

Use the \_\_\_\_\_/\_\_\_\_\_ rule.

Read a book, listen to a CD, watch a video, ask \_\_\_\_\_ how they do it.



# 100 Things That Make ME \_\_\_\_\_!

- |     |     |      |
|-----|-----|------|
| 1.  | 35. | 69.  |
| 2.  | 36. | 70.  |
| 3.  | 37. | 71.  |
| 4.  | 38. | 72.  |
| 5.  | 39. | 73.  |
| 6.  | 40. | 74.  |
| 7.  | 41. | 75.  |
| 8.  | 42. | 76.  |
| 9.  | 43. | 77.  |
| 10. | 44. | 78.  |
| 11. | 45. | 79.  |
| 12. | 46. | 80.  |
| 13. | 47. | 81.  |
| 14. | 48. | 82.  |
| 15. | 49. | 83.  |
| 16. | 50. | 84.  |
| 17. | 51. | 85.  |
| 18. | 52. | 86.  |
| 19. | 53. | 87.  |
| 20. | 54. | 88.  |
| 21. | 55. | 89.  |
| 22. | 56. | 90.  |
| 23. | 57. | 91.  |
| 24. | 58. | 92.  |
| 25. | 59. | 93.  |
| 26. | 60. | 94.  |
| 27. | 61. | 95.  |
| 28. | 62. | 96.  |
| 29. | 63. | 97.  |
| 30. | 64. | 98.  |
| 31. | 65. | 99.  |
| 32. | 66. | 100. |
| 33. | 67. |      |
| 34. | 68. |      |

# About Abby Marks Beale

**Abby Marks Beale** is a business productivity specialist who enjoys helping busy professionals work smarter, faster and just plain better. Her programs on faster reading, email management and time and stress management help people gain better work-life balance through the knowledge of skills.

Over the past 20 years, she has worked with a wide variety of organizations including Fortune 500 companies, small businesses, government agencies, associations and schools. She is the founder of **The Corporate Educator LLC**, a speaking and training company that helps people learn the essential work skills they weren't taught in school through keynote sessions, workshops, teleclasses, online learning, personal coaching, books and other educational products.

Abby is the author of *The Complete Idiot's Guide to Speed Reading, 10 Days to Faster Reading* and a college study skills textbook entitled *Success Skills: Strategies for Study and Lifelong Learning 3<sup>e</sup>*. She is also the creator of an online course called **Rev It Up Reading: Getting Up To Speed With What You Read**, available on the web 24/7.

Abby is the Founder and Past-President of the Connecticut Chapter of the National Speakers Association. She also holds long-time professional affiliations with the National Speaker's Association (NSA) and The American Society of Training and Development (ASTD),

Her education includes a Bachelor's Degree in Spanish and French from Boston University and a Master's Degree in Adult Education from Southern Connecticut State University. She is currently pursuing an education in homeopathy. She considers her formal education as just a starting point in the life-long process in learning how to learn.

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