



## Learn How to Work in the 21<sup>st</sup> Century

An Overview of Mission Control and  
the Mission Control® System



Mission Control is an exciting new approach to productivity that provides a dramatic increase in productivity and effectiveness, while reducing stress.

### **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-spiraling expectations.

### **No matter how well-organized we are, we simply can't get it all done.**

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

### **Mission Control provides an entirely new way of thinking about, organizing, and managing your work and your life.**

In our workshops and 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 these familiar and established work habits are actually 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, focused 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 – five 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 completely on what is in front of you – and bring all of your intelligence, creativity, and natural ability to bear on your work. Using Mission Control, you will find yourself accomplishing what is important to you.

### **You will increase your productivity, while cutting stress in half.**

"Since I took the workshop nearly a year ago, I've doubled my productivity. This increase comes not only from implementing the 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, Inc.,  
a subsidiary of Cole National*



**2003 WINNER**  
Human Resource Executive  
**TOP TRAINING PRODUCT**

Read about Mission Control  
**BUSINESS 2.0**  
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## Corporate Learning

Mission Control offers customized live and online programs designed specifically for the needs of both individuals and managers in companies of all sizes. Mission Control programs are available for groups of 10 people or more. Individuals in organizations – both large and small – see remarkable increases in their productivity out of using the Mission Control system.

- **Human Resources and Training Executives bring Mission Control into their businesses to impact overall organizational performance, alignment, and effectiveness.**
- **Sales teams use Mission Control to produce remarkable increases in their sales revenue and pipeline velocity.**
- **Project teams and workgroups use Mission Control to produce results with greater coordination, teamwork and velocity – yielding unprecedented results.**

## Mission Control Curriculum

Lively, engaging and powerful – Mission Control programs, whether in a classroom setting or online or a combination of both, provide an immediate increase in your productivity. Mission Control offers a complete learning solution that enables you to continually increase your level of productivity and effectiveness.

STEP  
1

### Foundation Programs: Learning the Principles of Mission Control

Programs in this stage focus on the foundation and fundamentals of Mission Control, including the tools and the work practices that correspond to each of the tools.

- **Being Productive Workshop** – This one-day live workshop gives you the fundamental principles of Mission Control, plus an overview of the five elements of the Mission Control system.
- **Productivity & Accomplishment Workshop** – In this two-day live workshop, you will get the fundamental principles of Mission Control, plus detailed work practices for each of the five elements of the Mission Control system.
- **Producing Sales Results Workshop** – This two-day live workshop enables sales professionals to produce increased results using the foundations and fundamentals of Mission Control.
- **Foundation & Fundamentals Webinar** – This seven-session online webinar delivers the entire foundations and fundamentals of Mission Control, plus detailed work practices for each of the five elements of the Mission Control system in an online, self-paced format.

STEP  
2

### Implementation Programs: Building Your Skill with the Mission Control System

Programs in this stage enable you to successfully implement the Mission Control System, increasing the level of your productivity and the scope of your results.

- **Using the Mission Control System Webinar** - This eight-session online webinar provides training on successfully implementing the tools and standard work practices of the Mission Control system.
- **Implementing Mission Control with Microsoft® Outlook® Webinar** - This five-session online webinar provides a step-by-step guide to setting up and using Microsoft Outlook to increase your skill and success with the Mission Control system.

STEP  
3

### Support Programs: Assessing, Maintaining and Increasing Your Productivity Over Time

Programs in this stage provide ongoing support in making the most of the Mission Control productivity approach, enabling you to capitalize on the long term benefits that the Mission Control system provides.

- **Learning Modules (available online or on CD-ROM)** - These 90-minute modules provide reinforcement of core concepts in short, focused sessions on a specific aspect of the Mission Control system. Seven different topics are covered on individual modules.
- **Individual and Group Coaching** - Mission Control offers telephone coaching sessions that are designed to support you in implementing the principles and practices of the Mission Control system.
- **Workshop Review Video and Audio CD** - In this dynamic review of the Productivity & Accomplishment Workshop, you will get the key highlights you need to expand your use of the Mission Control system and produce the results that are most important to you.