

## Workflow Coaching

---

Workflow Coaching is a one-on-one program delivered by a David Allen Company coach which gets you current with your work inventory and installs an effective input-handling process and a customized organizational system. Appropriate for all levels of professionals who are handling an increased volume of communication and responsibilities.

The coaching takes into consideration the specific nature of the individual's work requirements, current working tools and procedures, and interaction with others in the external environment. The flow and tracking of paper and electronic communications, meetings, voice mail, and project support material is processed and evaluated. Improvement opportunities in the current procedures and systems are assessed, and implemented immediately, resulting in a fully integrated and customized workflow system.

At the end of the program, outstanding work will be organized, with a natural tracking system that meshes with organization requirements as well as the individual's style.

A unique feature of our Workflow Coaching Program (and Assessment) is the opportunity to receive a personal evaluation based on the powerful Cognitive Preference Survey, developed by leading-edge researchers in neurology-based learning and communication functions. Our clients who have chosen to take the survey have found it valuable in developing personal strategies for implementing the GTD best practices, as well as increasing their own communication skills. Optional participation in the survey, including a personal coaching call with the originator of the Cognitive Preference model, is available before, during, or after your coaching session(s).

*"In the two days of Workflow Coaching I got my life under control and learned how to keep it that way. A very worthwhile investment."*

— Sanjiv Mirchandani Fidelity Investments

*"Workflow Coaching turned the 'Getting Things Done' process into a practical reality for me. The concepts were simple, the suggestions helpful, and the process proved to be a practical solution to improving my work capacity—and that of my team! I would highly recommend utilizing the David Allen Company for helping your team optimize their workflow performance!"*

— Ed Huber, The Clorox Company

*If it's on your mind, it's probably not getting done.*

— David Allen

### For more information

David Allen Company  
coaching@davidco.com  
805-646-8432  
Fax 805-646-7695  
www.davidco.com