

## **Rapid Productivity Reset VIP Day – Agenda**

**Date:** March 22nd

**Location:** Realm, 179 Maroondah Highway, Ringwood (Level 2)

**Time:** 9.30 am-5.00 pm

### **Welcome & Kickoff (30 min)**

- Introduction & setting the intention for the day
- Quick wins: How this day will transform your productivity
- Icebreaker: Identifying your biggest life admin pain points

### **Session 1: Inbox Overhaul & Digital Declutter (90 min)**

- The Inbox Zero method: Clearing backlog & setting up systems
- Smart filtering, automation & managing subscriptions
- How to stop emails from running your day
- Hands-on implementation: Declutter & organise your inbox

### **Lunch Break - Catering Supplied (15 min)**

### **Session 2: Calendar Mastery & Syncing (90 min)**

- Creating a realistic schedule that actually works
- Time blocking & priority planning
- Setting up seamless calendar syncing across devices
- Hands-on implementation: Optimising your calendar

### **Session 3: Task Management & Project Planning (90 min)**

- Organising to-do lists so they actually get done
- The 3-step system for handling new tasks
- Prioritisation techniques: What really needs your attention
- Hands-on implementation: Structuring your task list

### **Afternoon Tea Break – Catering Supplied (15 min)**

### **Session 4: Paperwork Purge & Workflow Optimisation (90 min)**

- The Paper-Free Method: What to keep, digitise, and discard
- Setting up a streamlined document storage system
- Automating bills, contracts, and life admin tasks
- Hands-on implementation: Decluttering & setting up systems

### **Wrap-Up & Next Steps (30 min)**

- Recap: Key takeaways & biggest wins
- Creating your 90-day action plan
- Q&A and troubleshooting
- What's next: 30-minute follow-up call
- Special Bonus Announcements