**Did you know that most people check their inbox every five minutes and are often swayed by their email and their day-to-day hustle and bustle? And did you know that some 60% of all Dutch professionals have trouble saying 'no'? And that those people (mostly women) are at a higher risk of suffering burn-out because they often don't get to their own work which causes stress?**

We can do much better! Inzicht in orde is strongly convinced that everyone can deal with their time, inbox, and other tasks much more smartly, with more peace of mind and without stress. And this can save them hours every day.

## Often people:

X Have no grip on their projects and underlying tasks
X Find it difficult to plan and organise
X Work too long and too hard on a structural basis

With her programmes, Eva Rietbroek, Work Smarter trainer, helps small and medium-sized business owners and their employees, as well as employees of big companies, get back IN CONTROL. She shows what can be done differently but also, and especially so, how to achieve it. She'll ask critical questions, you'll be asked to take a good look at yourself, and you'll case studies.

### IN CONTROL programme:
### E-learning with online coaching or on-site coaching

You'll do several online modules with videos and exercises in your own time and at your own pace. The modules are structured in such a way that you can implement many tips yourself. In the one-on-one sessions, we'll go into more detail about the things you as a participant find challenging. This can be very practical. For example, going through a specific process or building a checklist, discussing case studies. As such, the programme is tailored to your situation.
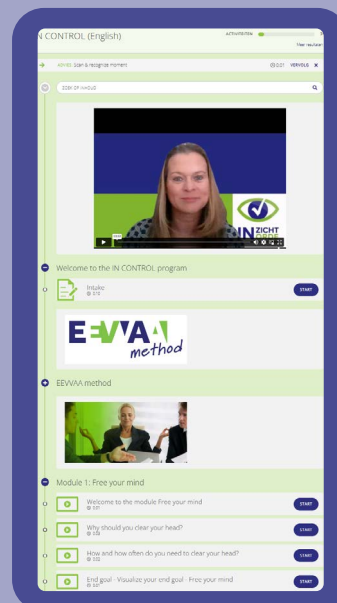
## What you learn:

- ✓ How to experience peace of mind instead of chaos
- ✓ How to deal with your ideal customers (stakeholders) the smart way
- ✓ How to refine your goals and achieve them with less effort
- ✓ Time management tips; the smartest ways to save time quickly
- ✓ Work Smarter with Outlook and Teams
- ✓ How to structure tasks and activities to keep in control
- ✓ Saying 'no', communicating and delegating effectively
- ✓ Preparing, planning, organising, and prioritising
- ✓ Seven ways to prevent procrastination
- ✓ The EEVVAA method to tackle all goals, tasks and issues in a structured manner
- ✓ And much more

## What you get:

### IN CONTROL programme with online coaching

- ✓ Access to online environment (one year) (eight modules with 160+ videos, tips, exercises, and flow chards)
- ✓ Online intake
- ✓ 4 x 30 to 45 minutes online one-on-one coaching
- ✓ EEVVAA method
- ✓ Twelve weeks of emails with exercises
- ✓ €1597* (excl. of VAT)
- ✓ Time investment: Sixteen hours

### IN CONTROL programme with on-site coaching**

- ✓ Access to online environment (one year) (eight modules with 160+ videos, tips, exercises, and flow chards)
- ✓ On-site intake
- ✓ 4 x 2 hrs. physical one-on-one on-site coaching (a combination of physical and online is optional)
- ✓ EEVVAA method
- ✓ Twelve weeks of emails with exercises
- ✓ €2247* (excl. of VAT)
- ✓ Time investment: 21 hours

*Prices as per 01-01-2024

**Within a one-hour radius from Amersfoort. Should the location be further away, any additional travel time will be charged.

## Modules:

- ✓ **EEVVAA method:** The programme is structured according to the EEVVAA method, a super smart and easy method to achieve goals and solve issues. The videos of the EEVVAA method and information PDF are included, of course:
- ✓ **Module 1:** Free your Mind: how to gain peace of mind
- ✓ **Module 2:** Client Focus: putting the customer at the centre, and how to deal smartly with your preferred customers/stakeholders
- ✓ **Module 3:** Set your Goals: about setting smart goals
- ✓ **Module 4:** Save Time and Money (time management): everything to do with dealing with your time in a smarter way is discussed here (such as procrastination, motivation, planning and organising, setting boundaries, saying 'no', prioritising, etc.)
- ✓ **Module 5:** Work Smarter with Outlook and Teams: how to handle your daily dose of emails, notifications, and other tasks the smart way. Here, you'll learn how to scan your messages quickly and once, keep your inbox empty, use Teams features cleverly, and more
- ✓ **Module 6:** Smart Meetings: how to deal with meetings the smart way
- ✓ **Module 7:** Smart Apps: smart apps that can save even more time and help you keep in control
- ✓ **Module 8:** The smarter way to say no

## What are the benefits:

**For participants:**
- ✓ Tools for life that you can leverage privately and professionally
- ✓ Save at least one hour a day to use for other things
- ✓ No longer being swayed by the day-to-day hustle and bustle (and your inbox/Teams)
- ✓ Handling your email/ mailbox/ Teams the smart and efficient way
- ✓ Using the smart features of Outlook and Teams
- ✓ Renewed control and overview of your tasks and activities
- ✓ Peace of mind
- ✓ No work stress
- ✓ Doing your work and achieving goals the smart way without working too hard
- ✓ Satisfied employees, colleagues, and customers because you're IN CONTROL, are on top of things, and won't forget appointments or actions

**Voor de werkgever:**
- ✓ Satisfied employees without work stress who are back IN CONTROL and satisfied customers and other stakeholders
- ✓ Saving time (and therefore money) because employees work more efficiently and effectively. This time can be invested in new projects. Saving one hour a day translates to €12,000 per employee per year
- ✓ Reduced absenteeism because employees suffer less work stress. This will result in lower absenteeism (the average burn-out costs the employer €80,000 a year)

★ ★ ★ ★ ⯪

"The videos are easy to follow and understand. Feedback isn't always pleasant unless it comes from Eva because she gives it in a good and friendly way. Eva is super clear, patient with a focus on result."

"The combination of the independent training and one-on-one coaching was very valuable for me. Eva offers practical tips and helps think of personal practical examples, making this a very personal training."

"The IN CONTROL online programme by Inzicht in orde answered my needs in every way. You can get to work directly and at your own pace with clear videos and exercises. I found the one-on-one training very pleasant. Eva takes time for the talks and offers lots of space for questions. She also offers tips that are applicable in your own situation."

"Even after our first coaching session and watching the first videos, I started changing things in my behaviour, and things became more structured quite quickly. After 2.5 months, I can say that I have more fun at work and am in control. I watch the videos again frequently and find something new to use every time. The investment in training and coaching was well worth it."

**View more reviews here.**

**Request the IN CONTROL programme here or send an email to eva@inzichtinorde.nl for more information.**

**This programme is offered by:** kpn  Rabobank  PGGM  ABN·AMRO