

# WorkWise – Article Series

## Success & Survival Strategies For The Non Stop Workplace

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Productivity and Balance Strategist



This series of articles, authored by Patricia Katz of Optimus Consulting, offers fresh insights on productivity challenges in the non-stop workplace.

From time use to technology choices to workplace learning, WorkWise – The Series will challenge you to rethink your habits and fine-tune your practice.

These twelve thought provoking articles make superb inserts in employee or client newsletters. As a regular series, they add great value to company or industry magazines.

The Pause Wise series is available in both print and electronic formats.

- **Who's Got Time to Learn Anything New?**  
Building learning and professional development into a hectic work schedule.
- **Technology Rules...or Does it?**  
Encouraging a more balanced strategic response to technology.
- **Who's Training Whom?**  
Making on the job training visible and handling it fairly.
- **Multi Source Madness**  
Juggling multiple task and info sources more effectively.
- **Getting Real About Workload**  
Strategies for negotiating realistic job loads.
- **Coping with Upgrade Mania**  
A realistic approach to upgrading software skills.
- **Show Your Work**  
Communicating more clearly with clients and colleagues.
- **You've Got Mail!**  
Techniques for harnessing the power of email.
- **Who's that Knocking at Your Door?**  
Minimizing problem interruptions and appreciating positive interruptions.
- **Lost in the Details**  
Systems for handling the fall out of multiple projects.
- **Too Busy Getting Organized**  
Investing in organizing tasks that yield a positive return.
- **Where to Now?**  
Refocusing your business for the future.

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#### **Other Article Series**

Be sure to ask about other series of articles available from Optimus Consulting.

#### **Second Thoughts Series:**

##### ***Make Peace – Not War – With Time***

A series of 12 articles that offer strategies for building a more satisfying relationship with time – so that you can continue to do well and be well, too.

#### **PauseWise Series: *Restoring The Rhythm of Renewal To Life & Work***

A series of 12 articles that offer options for coping with life's overload and overwhelm. You will be encouraged to balance the pressure to perform with well-paced pauses for renewal – enhancing performance, productivity and satisfaction in work and life.

*By reducing the impact of overload and overwhelm in the workplace, Patricia Katz helps organizations and their leaders generate stronger results while creating a more satisfying work and life experience for all.*

*To learn more about Pat's programs and publications or subscribe to her free weekly e-zine, *Pause*, visit [www.patkatz.com](http://www.patkatz.com).*

*To bring Pat's expertise to your organization, call (306-934-1807) or write [pat@patkatz.com](mailto:pat@patkatz.com).*

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