



Peggy Duncan, Founder

1010 Pine Tree Trail
Atlanta, GA 30349
404 492-8197
worksmart (at) PeggyDuncan.com

“The only word I can say at this moment is WOW! This speaker just fulfilled my ROI for being here [MPI PEC-NA 2007]. She saved me hours of work and agony. Phenomenal speaker – well organized, easy to follow, funny. Best speaker ever!!!”

Comment from Seminar Evaluation

Personal Productivity Training and Consulting for Busy People Spend Less Time Working but Get More Done!

Instead of hiring someone who read a book or bought a CD and learned a script, hire a trainer who sits with busy people helping them figure out a better way to work. Hire someone who can help them examine every aspect of how they work because she's a combination professional organizer, project manager, and computer trainer. Hire someone whose business is totally focused on helping professionals spend less time working but get more done.

PEGGY DUNCAN



Peggy Duncan is a personal productivity expert and founder of The Digital Breakthroughs Institute, an Atlanta technology and productivity training firm (www.DigitalBreakThroughs.com). She travels internationally speaking to audiences on organization, time management, and technology tips, tricks, and strategies. She's also a consultant and coach and helps her clients develop faster, smarter ways to get things done. She was formally trained at IBM and was recognized by the chairman for streamlining processes that saved the company close to a million dollars a year.

Peggy is an award-winning technology blogger/vlogger (<http://www.SUITEMinute.com>) and the author of several books (*Conquer Email Overload with Better Habits, Etiquette, and Outlook 2007*; *The Time Management Memory Jogger™*; *Just Show Me Which Button to Click! in PowerPoint 2007*; *Get Organized at Work and Make It Easy*; *Shameless Self-Promotion: Do-It-Yourself SEO-Search Engine Optimization*; *Create, Build, and Manage a YouTube Channel*; *Computer Magic! in Word 2007*; and *Up to Speed On Your BlackBerry*). She has appeared on NPR, CNN, TODAY, Black Enterprise Business Report, and the US Virgin Islands PBS affiliate. Her expertise has been cited in Fortune Small Business, O-The Oprah Magazine, Real Simple, Essence, Fitness, Self, Black Enterprise, Entrepreneur, the New York Times, Wall Street Journal, Washington Post, Atlanta Business Chronicle, Atlanta Journal Constitution, and more.

Peggy received a BBA in marketing and a train the trainer certification from Georgia State University in Atlanta.

www.PeggyDuncan.com



Peggy Duncan, Founder

1010 Pine Tree Trail
Atlanta, GA 30349
404 492-8197
worksmart (at) PeggyDuncan.com

Topics (Flexible times and content. Webinars available also.)

Find Time to Lead

You're concerned about improving your company's communications, employee morale, and other developmental issues, but you just don't have time to deal with it. You're too busy doing your own work, going to meetings, putting out fires, drowning in email ...you don't have time to think or plan. The irony is that if you could pull yourself together long enough to do it, everyone around you would work smarter and you could work less.

- Examine how you're spending the workday and eliminate time wasters.
- Organize everything around you so you can think and have more time to plan.
- Unclutter your mind using external cues that will help you remember.
- Examine work you dread doing and figure out a better, quicker way to do it.
- Delegate everything you can and automate how you follow up later.
- Incorporate the right technology and finish work six times quicker.

Make Work Easy: Get Organized So You Can Think!

If your workload lasts well beyond the workday, getting organized will help. You can easily save one to two hours a day just by clearing clutter from your desk, mind, computer, and Inbox. It's not hard. You just have to make the commitment to start, finish, and maintain. And unlike dieting or exercising, the results are immediate.

- Eliminate clutter one pile at a time.
- Distinguish between things to keep and things to trash.
- Create a system for files on your desk, computer, and Inbox.
- Beat deadlines every time with external cues that help you remember.

Spend Less Time Working but Get More Done

You have to work as if you don't have seconds to spare, but you could be wasting hours. If you're experiencing more stress as your job responsibilities increase and time runs out long before your workload, you'll have to get organized so you can think. When you start thinking, you'll plan and prioritize better, becoming more effective and efficient. And once you use technology to pull it all together, more time happens.

- Examine how you're spending the workday and address time wasters.
- Organize everything around you so you can think.
- Create and streamline a process for anything you dread doing.
- Unclutter your mind using external cues that will help you remember.
- Explore powerful computer tips and finish work six times quicker (if time allows).



Peggy Duncan, Founder

1010 Pine Tree Trail
Atlanta, GA 30349
404 492-8197
worksmart (at) PeggyDuncan.com

Advanced PowerPoint: Use It for Design Projects

Make your event stand out from the rest! Use your eye for design and promote your next event or campaign with flair on a sensible budget. Using software you already have, you can create anything you need, whether it's an email campaign, video email, Web banner, Twitter background, postcard, DVD labels, and more. You can do it all in PowerPoint.

- Build excitement with an email campaign with high-impact graphics.
- Capture the memories with an eclectic photo gallery and multimedia treasure.
- Create themes and templates that build your brand and share them throughout your organization.

Computer Magic!: Finish Work Six Times Quicker

So much to do, so little time! You can work smarter if you make better use of technology you already have. Word, Excel, Outlook, PowerPoint, and Adobe Acrobat can perform magic once you discover which buttons to click. Even if you've been using this software for years, you'll discover new ways to streamline how you work.

- Use tables to create paper and electronic forms.
- Develop templates and maintain consistency throughout the business.
- Discover functions in Excel that reduce time spent on work from hours to seconds.
- Learn secrets to keeping your Inbox clear and email under control.
- Create marketing collateral using PowerPoint beyond just slides.

Manage Your Time and Conquer Email Overload with Outlook

With so many things going on in your fast-paced, hectic environment, you need a way to keep track of it all. Microsoft Outlook will help. It's like the cockpit of an airplane, and from it, you can do almost anything you need to do. In this session, you will discover new strategies for getting organized and managing your time using this powerful software. You will revolutionize how you manage email, important projects, your business or personal contacts, appointments, and everyday tasks.

- Turbo-charge Outlook with powerful, little-known tips and tricks.
- Develop a routine for keeping the Inbox clear and email under control.
- Track appointments, contacts, and due dates, and tie them all together.
- Build and maintain a database and improve business communications.



Peggy Duncan, Founder

1010 Pine Tree Trail
Atlanta, GA 30349
404 492-8197
worksmart (at) PeggyDuncan.com

Create Your Own Videos and Build a YouTube Channel

Video is the ideal medium to showcase your talent, build excitement for your event, promote your cause, or preserve precious memories. It'll do the work of a thousand photos, and YouTube is the perfect outlet for the job. Get found online by learning how to get started with video and building a presence on the number two search engine for free.

- Uncover show ideas from the work you do every day.
- Explore recording equipment and software for creating and editing video.
- Discover simple techniques for planning and organizing each project upfront.
- Learn where to distribute videos that will help build traffic to your sites.
- Explore features in YouTube that build interactivity and your brand.

Shameless Self-Promotion: DIY Search Engine Optimization (SEO)

When over 80 percent of the people who turn to search engines to find what they need and want, will they find you? Or will they only find your competitors? In this session, you'll discover free Web technologies that can boost your organic search engine rankings, turn your business into a magnet, promote your events, and get the media to write about you. If you want to get found online without spending one red cent, learn how these do-it-yourself ideas will put you there.

- Generate online buzz by using the right combination of free tools that fit your needs.
- Boost your organic search engine rankings using online and offline tactics.
- Reduce time spent on social media by integrating and automating various tools.

Stop Begging the Webmaster: Update Your Own Blog with Windows Live Writer

One reason people put off blogging or making updates is the technology behind it. Windows Live Writer is a WYSIWYG desktop application for preparing and publishing blog posts in WordPress, Blogger, LiveJournal, and TypePad. This seminar explores all aspects of this software and its timesaving features for people who would rather do it themselves but don't know how.

- Manage multiple blog accounts and publish from your desktop.
- Manipulate pictures and set default properties.
- Insert videos from your computer or YouTube and other services.



Peggy Duncan, Founder

1010 Pine Tree Trail
Atlanta, GA 30349
404 492-8197
worksmart (at) PeggyDuncan.com

Published Author (Sampling)

- **The Time Management Memory Jogger™** This book shows you how to get organized so you can think more clearly; set goals and priorities so you can stay focused on the right things; streamline processes so you can eliminate useless work; and use the right technology so you can finish work quicker!
- **Conquer Email Overload with Better Habits, Etiquette, and Outlook 2007** This book is designed for people who have hundreds or thousands of messages overflowing in their Inbox. You'll learn how to get it in control with tips on how to format, compose, send, and manage the onslaught of this powerful communication tool. Included is a collection of powerful, little-known tips and tricks in Microsoft Outlook that make managing email, calendar, contacts, and tasks easier.
- **Just Show Me Which Button to Click! in PowerPoint 2007** A step-by-step tutorial for learning PowerPoint 2003. Written in plain English with simple steps and lots of screen captures.
- **Shameless Self-Promotion: DIY SEO** This 40-page booklet is packed with ways to boost organic search engine rankings. Written in plain English for small business owners.
- **Create, Build, and Manage a YouTube Channel** (PSC Press) This 32-page ebook shows how to build a channel from the ground up.

Sampling of Past Events

- "Find Time to Lead," Florida Association of Court Clerks/Comptrollers annual conference.
- "Spend Less Time Working but Get More Done," Georgia Institute of Technology (Georgia Tech) Women's Leadership Conference.
- "Shameless Self-Promotion: DIY Search Engine Optimization," Meetings Quest.
- "Find Time to Lead," Florida Society of Association Executives.
- "Spend Less Time Working but Get More Done," International Association of Administrative Professionals, Hamilton, Bermuda chapter annual conference.
- "Managing Email Overload," American Bar Association TECHSHOW Conference.