

Workshops and lectures
on personal productivity
and digital lifestyle

“I send and receive 100+
messages a day! So I
have to be professional
about how I manage
that”



The trainer:
Richard Wolfe

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Why?

What problem does this proposal address?

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Who?

What participants have shared about our
workshops and lectures!

The Problem

People struggle daily with a large volume of messages (mail and chat) and need an adequate way to deal with them (not feel overwhelmed, not make repetitive mistakes)



The Solution

Training the people in how to improve the systems on their devices and in their brains will help them deal with the ever increasing flow of messages better (more overview, more peace of mind)



Speedmailing

Master your Inbox: survival kit for 100+ messages a day

Are you struggling with the constant overflow of email and other messaging apps? Do you feel your email keeps you from the “real work” you should be doing?

Becoming better at managing email will give you more oversight of your tasks, an increased level of concentration and a sense of calm in your workday. *Master your Inbox* is a simple and practical method that allows you to handle email and your productivity apps like a pro.

More... <https://www.trainwise.nl/speedmailing>



Personal productivity

Master your digital workspace

We've all felt it. That sense of overwhelm as you sit in front of your laptop confronted by a cluttered desktop, a to-do list that never ends, an inbox with too many messages for one person to process. With all this information at our fingertips, it is sometimes hard to know where to start...

Master your Digital Workspace is a workshop providing a variety of methods and habits designed to save you time and energy every day; practical solutions to minimize digital distraction, so that you can focus on getting the important stuff done.

More... <https://www.trainwise.nl/speedmailing>



Lectures

Ideal for larger groups, we conduct lectures and talks in a variety of settings, whether it's over a team lunch, at a town hall meeting, or at an industry conference.

Lectures can range from 45 min talks to 1.5hrs interactive webinars.

The lecture will challenge the participant to become more skilled in message management and digital tools. In combination with the included handouts one could improve their workstyle or be triggered to follow further training.



Coaching

“Many entrepreneurs and professionals have significantly improved their productivity through personalized coaching sessions. These sessions focus on decluttering and optimizing digital devices, fine-tuning workflows, and adapting time management habits to the demands of modern life, where countless requests and distractions compete for attention. Often, collaboration with a management assistant is included.” 😊

In one, two, or three sessions lasting a few hours each, you'll refine your digital lifestyle, reaping daily benefits. This process often involves collaborating with a management assistant. ✨



Team collaboration

Collaboration tools can help teams be more productive but also create frustration and bureaucracy. Getting custom advice and training from a productivity experts on how to better use these tools will produce benefit and relieve every working day. We specialize in:

- Shared mailboxes
- Trello
- Microsoft Planner
- Notion

Generally we will organize a half day session to discuss and prepare and a half day session to implement and train.



Workshops

Our most popular format is the group workshop (<10 people), which can be organized on-site or online.

The training is split in a 2.5hr and a 1.5hr session with 1-2 weeks apart. On-site they can also be combined into a single 3.5hr training.

The training is very hands-on and participants are expected to bring their digital devices.



Pricing*

Workshop (2.5hr+1.5hr or half day)	€ 1,950.-
Full day consulting	€ 1,450.-
Half day consulting	€ 750.-
Coaching session (3 hrs)	€ 750.-
Travel (NL)	€ 90 per session
Travel (West EU)	€ 350 p/d stay & € 450 travel

* All prices are excl VAT. Trainwise, Laplacestraat 41, 1098 HR Amsterdam.
Chamber of Commerce Amsterdam 53807561



Planning

1. We can reserve dates while you progress decision making, approval and scheduling.
2. Once confirmed, you will receive details of the agreed planning. Invoicing occurs in arrears.
3. If the training is on-site, the trainer will report at the set location 20min before the start of the session.
4. If the training is online, the trainer will log in to the meeting room 10min prior to the session. We support all commonly used video meeting platforms.
5. If needed any on site session can be converted to an on-line session if desired. Hybrid sessions require custom set-up.



Contact

Either Erwin or Richard are happy to answer your questions about our concept by phone, email or Teams call.

Kind regards,

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What the customers say





patagonia[®]

"Absolutely incredible and extremely helpful."

Eleni Wirahadiraksa, People Operations Star at Tony's Chokolonely

"It changes radically the way you organize your emails and by doing so, also your life."

Lisa Weinans, Dealer Services CS Team Leader

SAMSUNG

"A real eye-opener about the importance of daily e-mailing and efficient time management! Spectacularly presented and really fun to go to."

Jasmin Mirpuri, CRM Trainee



"Invest 3 hours to get hundreds back."

Yasemin Kural, Senior Global Brand Development Manager



**“Funny, scary and
extremely helpful!”**

Fredrik Hermodsson, Project/Process Leader



Group workshops at Holthub in
Malmö, Sweden and Amsterdam,
the Netherlands.