



**Debbie Mayo-Smith** is entertaining and practical, and a leading business productivity expert. Debbie is one of the most sought after results oriented speakers in Australasia.

Like you, Debbie is heavily involved in her work. Debbie's primary achievement is that as a mother with a young family, she started and built a business from scratch, grew it to become a recognised leader in improving business efficiency, an author of many books, a media columnist – all in a short timeframe and on a miniscule budget.

You will not only be inspired and motivated - you will learn how to become much more effective and efficient, while reducing stress and improving your health and wellbeing.

### Background

Debbie has a double honours degree in Science (Economics and Geography) from Southern Connecticut University, and worked as a financial analyst and Market Analyst for successful American businesses Three days after getting married in 1985, Steve whisked her off to Wellington New Zealand.

### Debbie's presentations

What makes Debbie's presentations so popular is she walks her talk and shares many personal experiences and those of her clients with you. Her approach to work is customer focused, practical and devoid of hype. She knows all the latest secrets, as well as pitfalls to avoid, in using everyday technology and the internet. What you'll enjoy the most are the small little tweaks you'll learn to create significant gains in time management, productivity and communication.

### Session One: Quick Tips For A Happier Healthier You

Would you like to be happier? Would you like to be more productive? How about a little healthier? Would you like to communicate more effectively? How about having more time to focus on the real work of addressing the challenges in your community?

This plenary session is a lovely mixture of simple ideas, tips, tricks and how-tos to improve many areas of your personal and work life. Learn how little changes in your mindset can achieve significant improvements in your happiness and contentment.

### Session Two: Smarter. Faster. Cheaper. Better.

A wonderful, mixture of simple tips and tricks on how to use your everyday business tools better to achieve free and easy improvements in time management; communication; event attendance and support for your community.

Points we cover will include:

- Email Management – conquer email overload, boost sales, improve communication
- Email Communications and Database Marketing – top tips from the women who wrote three books on it
- Using Your software to best advantage
- Social Media – what to spend time on; what is a waste; shortcuts; expert secrets.
- Cloud Software – Using free Office 365 or Google Docs to speed processes; connect with clients; Improve communication and boost personal productivity
- Smartphones/tablets – great timesaving business and personal productivity tips

**Participation in the conference, will also provide access to 16 week follow up – Outlook Bootcamp and regular newsletters with Quick Tips to support the application of what you learn in her sessions.**