

# PEGGY DUNCAN

Personal Productivity Expert

## Speaker-Trainer-Consultant-Coach

Traveling Internationally  
from Durham, Charlotte NC

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“The only word I can say at this moment is WOW!  
This speaker just fulfilled my ROI for being here.  
She saved me hours of work and agony. Phenomenal speaker –  
well organized, easy to follow, funny. Best speaker ever!!!”  
Comment from Conference Evaluation

## Personal Productivity Training, Consulting, and Coaching 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 better ways 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



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Peggy Duncan is a personal productivity expert, trainer, coach, and consultant who helps her clients develop faster, smarter ways to get things done. She was formally trained at IBM and was recognized by the chairman for automating and streamlining processes that saved the company close to a million dollars a year. She travels internationally as a conference speaker, and helps audiences spend less time working but get more done.

Peggy is the founder of The Digital Breakthroughs Institute, a membership Website of how-to video tutorials, [DigitalBreakThroughs.com](http://DigitalBreakThroughs.com). The focus is on improving productivity with better organization and technology. She's also an award-winning technology blogger ([SUITEMinute.com](http://SUITEMinute.com)). Her books include: *Conquer Email Overload with Better Habits, Etiquette, and Outlook*; *The Time Management Memory Jogger™*; *Just Show Me Which Button to Click!* in *PowerPoint*; *Get Organized at Work and Make It Easy*; *Shameless Self-Promotion: Do-It-Yourself SEO-Search Engine Optimization*; *Computer Magic!* in *Word 2007-2010*; and *Finding Your Way on a PC with Windows 8*.

Peggy received a BBA in marketing and a train the trainer certification from Georgia State University in Atlanta. She is a 2012 Small Business Influencer Champion, a top productivity expert to follow on Twitter, and a top service awardee from SCORE Association.

[www.PersonalProductivityExpert.com](http://www.PersonalProductivityExpert.com)

## Topics (Flexible times and content. Also offering **Webinars**.)

### 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.

### 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.

- **Analyze.** Examine how you're spending the workday and eliminate time wasters.
- **Organize.** Organize everything around you so you can think.
- **Prioritize.** Develop laser focus and get the main thing done.
- **Systematize.** Create and streamline processes for repetitive tasks.
- **Computerize.** Use the right technology for the job and finish six times quicker.

## Conquer Email Overload with Outlook

Are you crazy busy and drowning in email? Do you fear that important work is somewhere down in that deep hole you call an Inbox? Are you staying up half the night playing catch-up but see no end in sight? A brand new approach could be just what you need. After this training, you'll have the skills you need to keep your Inbox under control. Clutter and chaos will be replaced with peace and a clearer head for thinking. You'll soon realize that everything is where it needs to be, you're staying on top of work with nothing falling through the cracks, your new system of working on your most critical tasks first is solid, and you're headed home.

- Change your organization's email culture with better habits, etiquette, and best practices.
- Discover faster ways to answer email that will save you hours.
- Categorize everything, and keep action items a click away and prioritized.
- Track appointments, contacts, and due dates, and tie them all together.

## 12 Fast Ways to Answer Email in Outlook and Breeze Through It

The best way to handle an overflowing Inbox is to get into a meeting with it and handle it one message at a time. For the ones that deserve an answer, you'll finish quicker once you discover little-known Outlook commands and a few workarounds.

- Create good, solid answers once, and use them again and again.
- Grab information you need often, and send it before you can blink.
- Move from one message to the next with ease and cut time spent in half.

## Put iPad to Work: Beyond the Basics, More-Than-a-Toy Training

Your iPad is a time-saving productivity tool you can use to get a ton of work done away from your computer. The key is to first determine what you need to do while mobile, finding the right process to make it work, getting the app to get it done, and learning how to pull it all together. The more tips, tricks, and shortcuts you use every day, the quicker you'll get things done anywhere and anytime. Whether you need to monitor your cash flow, give a presentation, streamline the sales process, monitor a patient's vitals, or check email, there's an app for that, and the ability to get work done is all there in your hand on iPad.

- Explore Settings commands you have unfortunately ignored.
- Determine what needs to get done and get the app to make it easy.
- Organize an on-the-go toolkit of iStuff built for mobile productivity.
- Capture and organize notes and photos and file them for quick access.
- Create and edit documents using tap, swipe, and flick shortcuts.
- Explore the Office apps: Word, Excel, PowerPoint, and Outlook.
- Sync and bookmark the Safari browser and navigate with ease.

## Get Super Organized with Microsoft OneNote's Digital Notebooks

Are you super busy and feel like you're losing your edge? Are you becoming more disorganized the busier you get? Is that disorganization causing you to work longer and harder when you just want to go home? Get organized and make work easier with OneNote, Microsoft's digital notebooks. Rid yourself of scattered notes, documents, and all those to do's in your head by putting everything in one place and synced in the cloud across your devices.

- Spend less time working but get more done with logical systems that work for you.
- Plan and collaborate on a major project or event and keep everything in one place, complete with notes, images, videos, and more.
- Take meeting details, agenda, and minutes and connect them with Outlook and all attendees.
- Insert related files with links back to the source for easy access and updates.
- Put everything in the cloud and sync across your devices for easy retrieval no matter where you are.

## Organize and Automate Social Media for Better Time Management

Social media is necessary, time consuming, and repetitive. So why not automate it as much as you can? Discover various options to set it and forget it while using free and low-cost tools along with ones you already have. Post once, go everywhere, stay relevant, and look good doing it.

- Create time for social media by improving how you currently work.
- Keep your ideas for future updates organized in one place for easy access (OneNote).
- Maintain an editorial calendar that keeps you organized and on track (that's Excel).
- Blog from your tablet every chance you get.
- Choose the right social media platform and learn important do's and don'ts.
- Manage, schedule, publish, and monitor everything from one place (HootSuite).

## Advanced PowerPoint: Design Projects Made Easy

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

- Build excitement, convince, and persuade using high-impact graphics.
- Create themes and templates that build your brand.
- Learn how to turn simple graphics into images that pop off the screen.
- Use animation to create visuals that demand attention.
- Capture long-lasting memories with video and audio.

## 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, and PowerPoint 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.

## Mail Merge Labels, Forms, Letters, Certificates, and More

Save time producing documents by the boatload with Word's new and improved mail merge commands. Set it up once, and use it as many times as you need in ways you haven't thought of.

- Create personalized documents that get better responses.
- Run error-free reports by pulling information directly from your database.
- Use the same information but design it to fit specific needs.

*"You were entertaining as well as educational and  
that is the type of speaker everyone wants."*

Kathy Gordon, Sunbelt Rentals, Inc. – MPI Event

## 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.

*"I was privileged to see Peggy LIVE and IN COLOR at the SGMP CGMP Congress last week. Very informative and entertaining and a great presenter."*

James A. Lynton, CGMP – SGMP Event

## 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!
- **Get Organized At Work.** This is a booklet that includes the five principles of organizing to apply to any project, a full filing system already mapped out, and a retention schedule to help you determine how long to keep paperwork, and a lot more!
- **Conquer Email Overload with Better Habits, Etiquette, and Outlook** 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** 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.



## Sampling of Past Events

- "Conquer Email Overload with Outlook," National Council for Behavioral Health.
- "Beat the Clock! Mastering the Art of Time Management," Black Enterprise Magazine's Women of Power Summit.
- "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.
- "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.

## Testimonials & Tips (Videos)

Peggy Duncan LIVE & Raving Fans - <http://www.PersonalProductivityExpert.com>

How-To Videos, Visit my channel - <http://YouTube.com/user/digitalbreakthroughs>

## Public Training

Video tutorials - membership Website  
<http://DigitalBreakthroughs.com>

*"I'm very versed in using PowerPoint, yet the information you have given in this video has blown my mind...!!! I sat and watched your channel and I walked away saying "Where have you been all my life!?"*

*"Your presentation was excellent - ding, ding, ding, ding!  
My goodness the time you have just saved me! Astronomical."*

*"Peggy, you are such a dynamo. You grabbed me from the opening and in no time flat you had me learning how I could be better, more confident, organized and productive in my work. I'm on my way to achieve my goals using your methods, tips and tricks!"*