

**Earn More, Work Less & Enjoy Life!**  
**Transform your Business with the Power of**  
**eProductivity™**



## Course Timeline

Time	Topic	Duration	Method of Instruction
9:00 AM	I. Introduction - Limits to Growing Your Business	15 min	Group Discussion
9:15 AM	II. Traditional Model vs. eProductivity	15 min	Lecture
9:30 AM	III. Your Fabulous Career	15 min	Group Discussion/Exercise
9:45 AM	IV. Three T's of eProductivity	10 min	Lecture
9:55 AM	V. Determine Your Core Competency	30 min	Exercise
10:25 AM	<b>BREAK</b>	15 min	
10:40 AM	VI. Virtually Outsource High-Powered Support	10 min	Lecture
10:50 AM	VII. Business Building Projects for Virtual Consultants	20 min	Group Discussion/Exercise
11:10 AM	VIII. Finding and Hiring the Perfect Virtual Consultant for Your Project	30 min	Lecture
11:40 AM	IX. Virtual Consultant Project Planner	20 min	Exercise
12:00 PM	<b>LUNCH</b>	1 hour	
1:00 PM	X. On-Site Assistant vs. Virtual Assistants	25 min	Lecture
1:25 PM	XI. Ways Virtual Assistants Can Support Your Success	20 min	Group Discussion/Exercise
1:45 PM	XII. Virtual Assistant Progressive Job Description	10 min	Lecture
1:55 PM	XIII. Virtual Assistant Critical Hiring Issues	15 min	Lecture
2:10 PM	XIV. GO vs. GROW Virtual Task Planning	20 min	Group Discussion/Exercise
2:30 PM	<b>BREAK</b>	15 min	
2:45 PM	XV. How to Integrate Virtual Outsourcing within Your Business	20 min	Group Discussion/Exercise
3:05 PM	XVI. Creative vs. Process Virtual Support	20 min	Group Discussion/Exercise
3:25 PM	XVII. How to Find and Hire the Right VA for You	20 min	Lecture
3:45 PM	XVIII. Individual vs. Team Based Virtual Support	15 min	Lecture
4:00 PM	XIX. Tools – Putting It All Together	30 min	Lecture
4:30 PM	XX. Wrap-Up/Review	15 min	Group Discussion
4:45 PM	XXI. Exam	15 min	Exam
5:00 PM	<b>ADJOURN</b>		