

INTRODUCING:



PRODUCTIVITY

WORKSHOP

CATALOGUE

*Productivity workshops
for your organization
or team.*



SAGANMORROW.COM



About Your Speaker...

Sagan Morrow (she/her) is a Productivity Strategist and professional speaker with more than 10 years of experience as a business owner (both in sole proprietor and business partnership capacities). She has provided coaching and consulting services to other entrepreneurs and community groups to get powerful productivity results since 2016.

Graduating from the University of Winnipeg with a degree in Rhetoric, Writing, and Communication in 2010, Sagan immediately became a freelance communications specialist for a local public relations firm, and soon expanded her business to become the coordinator of a fruit-sharing organization (including the management of 350 volunteers, planning and facilitating workshops, and creating foundational structures for the organization). She worked at a charitable organization for three years as the youth programming coordinator, fundraising lead, and community liaison, in which she further developed her skills and expertise at hosting workshops and conference sessions, creating and implementing strategic plans, and coordinating campaigns and events.

In 2016, Sagan began teaching online courses dedicated to other entrepreneurs to improve their productivity and organizational skills as they build their own businesses. She specializes in teaching entrepreneurs and teams how to save 10+ hours/week, streamline systems, increase motivation, build accountability, achieve work/life balance, and get more done in less time—without burnout or overwhelm. Her unique productivity methodologies receive rave reviews and are adaptable to a variety of different groups and individuals.

Sagan is enrolled in the Anti-Racism Leadership School, has a background in community leadership and team management, and has completed 120+ hours of training as a Magnetic Coach®. She is the author of *The Business of Writing & Editing: Practical Tips & Templates for New Freelancers* and has taught hundreds of clients through her online courses for entrepreneurs.

She has created and presented workshops for organizations such as Editors Canada, MeetEdgar, Food Matters Manitoba, Growing Local Conference, and Volunteer Manitoba, and has been featured as a guest expert for podcasts and conferences 55+ times within the past two years. Her work has appeared in a variety of publications, including The Ladders, Kobo, and Rising Tide Society. As of 2021, she lives in Kamloops, BC.



Rachel Fudge
@RachelFudge

Replying to @Saganlives and @editorscanada

Your presentation was excellent. I started out skeptical and ended up a convert. Well done! #Editors21



Alicia Chantal
@FreshLookEdit

Great session on completing performance reviews from @Saganlives. Sagan always has such helpful, actionable advice to help with the business mindset. #Editors21



Sagan Morrow



About the Productivity Workshops...

Productivity Strategist Sagan Morrow offers three productivity workshops for your organization:

1. **Productive Plans** (for project managers & team leaders)
2. **Productive Teams** (for anyone/everyone in your workplace)
3. **Productive Leaders** (for organizational leaders & executives)

Each workshop includes the complimentary Level 1: Foundations of Productivity training (plus certificate of completion for all attendees). Certificates of completion will be issued to each attendee for each of the three streams to indicate that attendee's proven skill and ability as a Productive Planner, Productive Team Member, and/or Productive Leader.

All of these half-day workshops are designed for 2 – 15 members and can be adapted for virtual or on-site trainings. We recommend booking all three workshops for the full experience (the Deluxe Package), however you can also book just one or two workshops, depending on your organization's needs. Sagan can advise on your unique situation.

Sagan is based in Kamloops, British Columbia. If your organization is in the region, we can conduct the workshop on-site at your place of business (*travel fees may apply*). For organizations in other parts of the world—or if your team prefers a remote/socially-distanced training experience—then we can easily accommodate your requirements. In that case, we will conduct the workshop virtually, via a video platform such as Zoom.

Because of Sagan's unique and highly customizable productivity methods, her workshops are appropriate for a variety of different types of organizations, including but not limited to:

- ✓ Corporate offices & small businesses
- ✓ Theatre or arts & culture groups
- ✓ Associations & agencies
- ✓ Non-profits & volunteer groups

After attending this workshop, your team will be working more efficiently than ever, truly enjoying their daily workload, producing faster and higher-quality results, and staying motivated and on track with projects like never before—all while maintaining healthy work/life balance and avoiding burnout or overwhelm.

>> Contact Sagan Morrow at hello@saganmorrow.com to book your workshop <<

Each workshop features a pre-session interview to ensure we customize your workshop(s) to your organization's unique needs. Fully customized workshops are also available upon request. Workshops are subject to availability. We recommend booking your spot sooner rather than later so you get priority access to your preferred schedule and timeline.



Workshop #1: Productive Plans...

Ideal for your organization:

You are constantly putting out fires and dealing with urgent or emergency situations. You're tired of always reacting to problems, and you're ready to become proactive... You're ready to get ahead on tasks, and you want to finally identify problems in advance—to solve issues before they even *become* problems!

About the workshop:

What if you didn't have to look over your employees' shoulders and micro-manage their work on a daily basis? What if you didn't have to check your email outside of regular office hours for inevitable emergency situations? What if you could breathe easy, knowing that you are ahead of schedule and problem-free in the workplace?

PRODUCTIVE PLANS enables you to become proactive, anticipate and solve problems before they arise, and meet deadlines with ease.

If you don't have standard policies & procedures across all aspects of your organization (or if they're gathering dust in a drawer), if your onboarding sequence for new team members is haphazard at best, and if the office is in disarray anytime a team member goes on vacation or maternity leave... then it's time to make a change.

Learning outcomes:

By the end of this workshop, attendees will have a comprehensive understanding of the following:

- ✓ How to identify & replicate systems you've already created—so that you stop needing to reinvent the wheel every week
- ✓ How to pinpoint problem areas within your organization & problem-solve in advance—so that you stop spending all your time putting out fires
- ✓ How to ensure you make excellent use of your standard policies, procedures, systems, and strategies—so that all of your hard work pays for itself again & again, for months to come

Process:

This workshop is divided into three training components:

1. Productivity audit & assessment
2. Review of your organizational needs
3. Development of onboarding sequences and documentation manuals

Who should attend: This workshop is best suited for project managers & team leaders.

All workshop attendees will receive a Level 2 (Productive Planner) certificate of completion



Workshop #2: Productive Teams...

Ideal for your organization:

Tasks are slipping through the cracks, messages don't always get through clearly to one another, the office feels disorganized, and team members are missing deadlines. You're frustrated with the frantic nature of your workplace and want the whole team to work more cohesively, with ease... You're ready for everyone on the team to have better time management & task management skills!

About the workshop:

What if you didn't have to worry about whether there's enough time for your team to complete all of their tasks? What if you had a group of team members who feel confident in their time management and task management abilities... and who are focused and on track with all projects and goals? What if your organization broke free of industry norms, and took a fresh new approach that works exponentially better for your team's success?

PRODUCTIVE TEAMS enables all of your team members to save 10+ hours every week and work together as a streamlined, cohesive unit—supporting one another and working together, without burning out.

If your team is notorious for their time management and task management skills, and if you are in desperate need of extra time each week... then it's time to make a change.

Learning outcomes:

By the end of this workshop, attendees will have a comprehensive understanding of the following:

- ✓ How to implement personality-based productivity strategies—so each unique individual on your team is more productive than ever
- ✓ How to critically analyze your industry norms & standards—so that you stop using outdated methodologies
- ✓ How to use the right time management & task management systems—so that your team members save 10+ hours/week, *every* week

Process:

This workshop is divided into three training components:

1. Learning style & personal productivity assessment
2. Review of your industry norms & standards
3. Time management & task management strategies for immediate implementation

Who should attend: This workshop is best suited for *everyone* on your team to attend.

All workshop attendees will receive a Level 2 (Productive Team Member) certificate of completion



Workshop #3: Productive Leaders...

Ideal for your organization:

Your organizational mission statement and vision *sound* good, but they aren't actionable... they're vaguely worded, and there is a disconnect between your organization's mission/vision, compared to the tasks your team is actively working on... You're ready for everyday actions in your workplace to match up and align with your organizational vision and values. You're ready to walk your talk—to go from vague to visionary!

About the workshop:

What if your decision-making was transformative and forward-thinking? What if your organization's vision and mission statement were easily understood by all team members, and guided the everyday actions for successfully achieving your long-term goals? What if you didn't spend so much time on busy work, and instead focused on productive tasks that move the needle forward? What if you stopped having meetings for the sake of meetings?

PRODUCTIVE LEADERS enables you to stop glorifying busy work, to start being truly strategic, and to empower your team with the skills and support they need to be the amazing, ideal employees you've dreamt about.

If there's a disconnect in your organization, and if you're focusing more on busy work than productive work... then it's time to make a change.

Learning outcomes:

By the end of this workshop, attendees will have a comprehensive understanding of the following:

- ✓ How to have visionary leadership at your organization—so that your team is best supported to carry out their duties in support of your mission
- ✓ How to lead meetings that are useful for your organizational goals—so that you stop wasting time
- ✓ How to be strategic and intentional at every level of your role—so that every task and project at your organization contributes to meaningful development

Process:

This workshop is divided into three training components:

1. Mission statement & vision assessment plus decision-making matrix
2. Review of your existing routine organizational practices
3. Performance review & audit strategies for improved progress & goal achievement

Who should attend: This workshop is best suited for organizational leaders & executives.

All workshop attendees will receive a Level 2 (Productive Leaders) certificate of completion



What to Expect...

An animated and engaging speaker, Sagan is incapable of presenting *without* “talking” with her hands and gesturing to illustrate her points. As a result, picture-perfect screenshots of Sagan’s presentations are virtually impossible to find. So if you want a monotone, unexpressive speaker to present on your stage, look elsewhere!

...However, if you are interested in welcoming to your stage a personable, enthusiastic speaker with a talent for breaking down complex concepts into easy-to-understand, actionable strategies, Sagan is the presenter you’ve been looking for.

“Sagan’s teaching style is brilliant! Very clear, upbeat, friendly, and to the point, without being repetitive. She’s easy to understand and learn from.”

“Sagan is a well-organized and knowledgeable speaker with great energy.”

“Sagan is my favourite online instructor right now! She’s inspiring. I like that her teaching style is calm and she breaks everything down step by step: it’s easy to follow and understand.”

“With a mellifluous voice, Sagan takes her audience on an engaging journey.”

“Sagan gets directly to the point and teaches practical steps—I love the way she teaches because it’s very clear and concise.”

“Sagan is an enthusiastic and lively speaker, which really helps in presentations, especially online ones.”

- Webinar, e-course, and conference session attendees

When you bring Sagan onto your stage, you will get:

- ✓ Encouraging & motivational pep talk
- ✓ New, fresh perspectives on what it means to have a productive workspace
- ✓ Practical action steps your members can apply immediately
- ✓ Inspired & delighted audience, eager to apply what they learn to their team environment
- ✓ Confident, clear speaker who will keep your members interested & engaged from start to finish
- ✓ Certificate of completion for each attendee at the productivity workshop



Productivity Workshop Rates...

Basic Package	Deluxe Package
<ul style="list-style-type: none"> ✓ Pre-workshop survey/interview <i>(this customizes the workshop training to your organization)</i> ✓ Foundations of Productivity session <i>(Level 1 productivity certificate)</i> ✓ One (1) half-day workshop, including ANY ONE of the following: <ul style="list-style-type: none"> ○ Productive Plans ○ Productive Teams ○ Productive Leaders ✓ Supplementary resources relevant to your organizational needs ✓ Level 2 productivity certificate of completion for all attendees ✓ Debrief with your team leader <i>(within 2 weeks of the workshop)</i> ✓ Two (2) follow-up check-in meetings to assess progress & make additional recommendations <i>(within 6 months of the workshop)</i> 	<ul style="list-style-type: none"> ✓ Pre-workshop survey/interview <i>(this customizes the workshop training to your organization)</i> ✓ Foundations of Productivity session <i>(Level 1 productivity certificate)</i> ✓ All three (3) half-day workshops, including ALL of the following: <ul style="list-style-type: none"> ○ Productive Plans ○ Productive Teams ○ Productive Leaders ✓ Supplementary resources relevant to your organizational needs ✓ Level 2 productivity certificate of completion for all attendees ✓ Debrief with your team leader <i>(within 2 weeks of the workshop)</i> ✓ Two (2) follow-up check-in meetings to assess progress & make additional recommendations <i>(within 6 months of the workshop)</i>
<p>➤ \$3,777</p>	<p>➤ \$9,777 <i>(\$1,554 savings)</i></p>

Not sure which package is right for you and your team? Contact Sagan at hello@saganmorrow.com to discuss!

Please note that Deluxe Package special pricing is only available in the full package format and may not be applied after the initial purchase of one or two workshops.

Add-on for either the Basic Package or the Deluxe Package:

30-minute one-on-one sessions, pre- or post-workshop, to gain further insights and conduct high-touch productivity audits and training for your team: \$257/person.



Previous Speaking Engagements...

Sagan is an accomplished speaker and has presented sessions for a variety of different group sizes, industries, and experience levels. She hosts the Indie Author Weekly podcast (125+ episodes) and has a background in co-hosting a local talk radio show.

Her previous speaking engagements include but are not limited to:

Conferences, Summits, Workshops & Webinars

- Biz Reset Summit
- Blog to Business Bootcamp
- Editors Canada
- Editors Transform Conference
- Exploring Story Structure Conference
- Food Matters Manitoba
- Fruit Share Winnipeg
- Growing Local Conference
- MeetEdgar
- Rockstar Woman Summit
- Round Table Talk Show
- So She Slays
- TableSpace Virtual Learning
- Volunteer Manitoba
- Work At Home School Summit
- Work Your Way Summit

Podcasts

- Abundant Culture
- Ambitious Freelancer
- Attract & Stand Out
- Audience Converter
- Boss Project
- Do It Scared
- Excellent Decisions
- Focused & Unstoppable
- Kobo Writing Life
- More Than A Few Words
- Small Business Sisterhood
- Vicky Wu Marketing

>> Email hello@saganmorrow.com and book Sagan to speak at your event <<



Testimonials & Praise...



"Before working with Sagan, I spent the majority of my day putting out fires because I was behind on my tasks or I didn't have the time to see where my team was at on their tasks... only to realize they were behind as well. Then the client reached out wondering where their project was at and I had to tell them the bad news. Now, I am more proactive than reactive, and the majority of tasks are either ahead of schedule or right on time!"

My team is working much more efficiently, now that I have a more productive plan that has us moving forward rather than in circles. Sagan's coaching has absolutely started me and my team down a better, more productive path!

I cannot tell you how amazing it is to actually 'shut off' from my workday and focus entirely on my family in the evenings. The productivity skills I learned from Sagan save me at least 6 hours every week... Not to mention the emotional benefit of closing out my work computer at the end of the day, with full satisfaction of everything I accomplished that day."

- Anabeth, Project Manager, Inbound Design Partners



"I invited Sagan several times in my community to share her expertise for one single reason: she's remarkable at what she's doing because she will help you to design productivity on your terms, taking into consideration your productivity style, your learning preferences, your mindset and energy management. It's not surface level productivity that she will offer to you; it's the work to dig deeper to uncover your productivity and make it yours for you and your team."

She helped my community empower themselves, being productive in their business while honouring their well-being, which is the testament that Sagan is excellent at what she's doing."

- Gaelle, Motivational Speaker & Wellness Expert, A Rockstar Mindset



Contact Sagan...

Productivity Strategist Sagan Morrow is currently based in Kamloops, BC. She has taught clients and given presentations to audiences all over the world. She is available for both in-person and virtual speaking engagements.

The best way to reach Sagan is via email at hello@saganmorrow.com. You can expect to receive a response within 1 – 2 business days:

>> Email hello@saganmorrow.com to book her as a speaker today <<

Other ways to stay connected with Sagan:

- [LinkedIn](#)
- [Twitter](#)
- [Instagram](#)
- [Website](#)



ilana reimer
@ilanareimer

...

Just finished a phenomenal freelance business planning webinar with [@Saganlives](#), hosted by [@editorscanada](#). It was such an accessible, motivating talk. Admin stuff usually makes me go bug-eyed, but now I'm pumped!

12:18 PM · Dec 2, 2020 · Twitter Web App



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Customize your experience...

Do you want a customized productivity training session (or series of sessions), tailor-made for your organization or association?

Let's discuss!

Contact hello@saganmorrow.com and we'll explore the best options for your group.