



advanced simplicity™

Canon Australia Pty Ltd

1 Thomas Holt Drive, North Ryde NSW 2113

p: 02 9805 2000 f: 02 9888 3650

www.canon.com.au

ABN 66 005 002 951

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Mr Denis Healy
Managing Director
IBT International
Level 10, 56 Berry Street
NORTH SYDNEY NSW 2060

I chose to attend PEP because I wanted to manage my huge workload more efficiently and effectively. I also wanted to create an orderly workspace. Finally, I wanted to find a balance between work and family life/play.

PEP has helped me achieve these objectives by addressing these problems that I had:

- I was double handling some tasks and prioritising was a big challenge for me because every task seemed urgent.
- I did not have any effective system to follow in going through my tasks except a 'To do list'.
- My workspace did not appear organised and a pile of work just kept on rising on my desk which was stressful.

I am now using the Diary Management and WRAP (diarising tasks/ making appointments with myself in Lotus Notes). I've reorganized my workspace and have followed the principles of PEP in putting files in the appropriate places. These are the things that proved to be the greatest benefit to me.

I put in place a 21 Day Habit Challenge to keep using the PEP principles and that is when I started to see the benefits taking place.

I have used the extra time that PEP has given me to carry out some of the major task of 2 team members while we are replacing them.

I liked the hands on approach during the PEP sessions. We got to apply the learnings immediately while it was still fresh in our minds. Six weeks was a good amount of time to get myself into the new habits also to test the principles of its effectiveness in my work environment.

Gaining feedback from our PEP Coach was really good, very personalised. Our coach got a close look of what we each do on a daily basis and was able to provide valuable input as to how we may improve with the current system we follow.

I enjoyed this training more than any other training programs I have done in the past. I would recommend this to all employees within Canon.

Yours sincerely

Karina Alibudbud
Dealer Sales Co-ordinator