

**I need more space**

*Donna*  
McGEORGE



SPEAKER KIT

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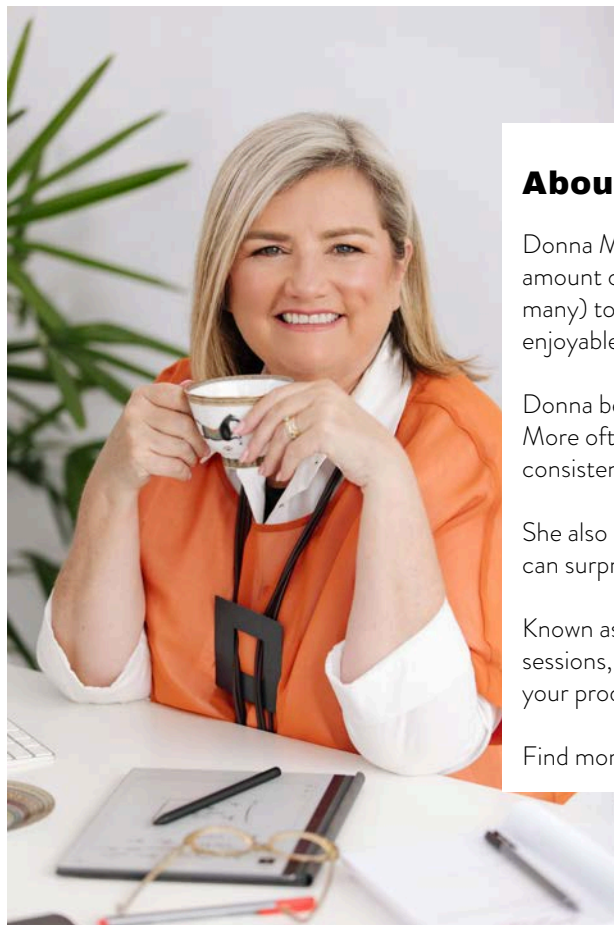
We have used Donna as both a live and virtual speaker. In any context she wows the audience and leaves them feeling motivated to make changes in their work and personal lives.

Kristy Golding  
Head of HR Business Partnering at L'Oreal



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### **About Donna**

Donna McGeorge is passionate about enhancing the large amount of time we spend in our workplace (too much, for many) to ensure it is effective and productive, as well as enjoyable.

Donna believes that workplaces are complex, but not hard. More often than not it's getting the simple things right, consistently, that has the greatest impact.

She also knows that when we decide to be intentional, we can surprise ourselves with what we can achieve.

Known as THE productivity coach, she has a range of sessions, books, products and services to help you improve your productivity.

Find more at [donnamcgeorge.com](http://donnamcgeorge.com)



**Donna McGeorge is the best selling author of The 25 Minute Meeting and The First 2 Hours, which, along with The 1 Day Refund form the It's About Time series.**



Donna earned her Bachelor of Education (Human Resource Development) at The University of Technology, Sydney. She is a Certified Speaking Professional and was on the faculty of Thought Leaders Global from 2014 to 2018.

As a speaker, facilitator, and consultant, Donna's animated delivery and 'front of room' energy enables people to engage enthusiastically with her and her material.

She brings her creative and practical approach together with a significant corporate organisation development background to help people where they are at.

For over 20 years Donna has worked as a trainer, facilitator and speaker in leading corporate environments, including Ford Motor Company, Australian Red Cross Blood Service, L'Oreal, Jetstar, Pacific Hydro, Nissan Motor Company, Flight Centre, and ANZ Bank.

In 2014, Donna returned from 2 years abroad, where she worked closely with the senior leadership team at Ford Asia Pacific in China to help transform organisational design, development, and strategic planning.

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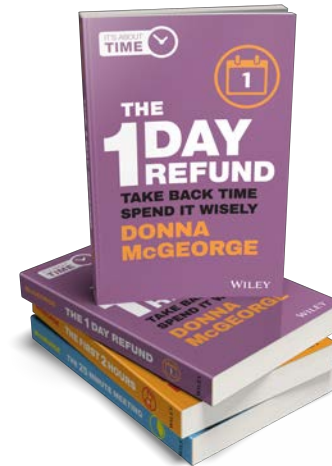
She also knows that when we decide to be intentional, we can surprise ourselves with what we can achieve.

# The 1 Day Refund

Take back time, spend it wisely

“It’s a crime that people spend all day in back-to-back pointless meetings, and then come home, eat their dinner, to spend the rest of their evening catching up on email and their “real” work.

Donna McGeorge  
*The 1 Day Refund*



It’s about time we overcame overwhelm, took back control and focused on what’s important.

It’s not enough any more to do “to do lists” and other traditional time management strategies to run your life.

Neuroscience and other breakthroughs have shown that we need to pay more attention to the clock in our bodies, than the clock on the wall.

Based on her best-selling productivity series, *It’s About Time*, Donna brings the best of her knowledge to help people build adaptive capacity into their lives.

You’ll learn:

- Why we have been led up a garden path when it comes to productivity (and **how to get it right**)
- **The 4 Types of Space** we need to focus on to create capacity and how to leverage each
- Strategies to develop a savings plan to **take back time and spend it wisely**

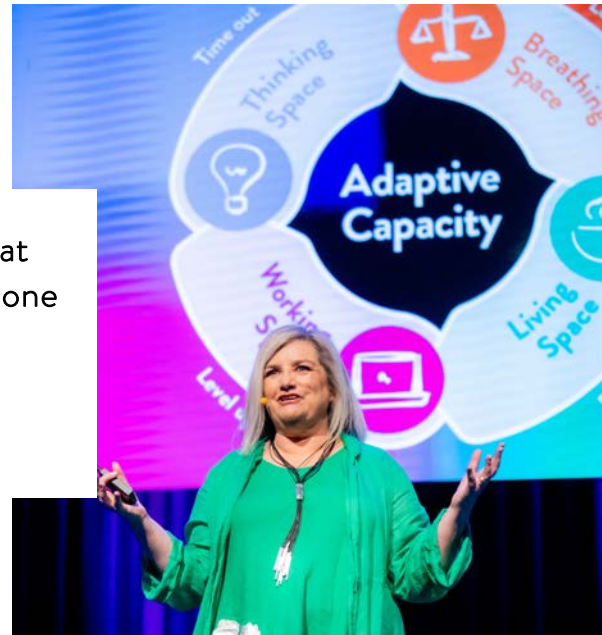


# Adaptive Capacity

Give yourself the space to pause,  
think and respond

“It is not the strongest of the species that survives, nor the most intelligent; it is the one most adaptable to change.”

Charles Darwin  
*British naturalist*



In 2020 and 2021 the word “pivot” became the catch cry of those needing to respond to the changing working and living environment.

Some were successful, and some struggled. What was the difference? It was an individual’s, or organisation’s adaptive capacity that sorted the wheat from the chaff.

Whether you lead an organisation, a team or yourself, optimising your adaptive capacity will give you a competitive advantage.

You’ll learn:

- Why **creating space to think** (no really think) is the key to managing and taking advantage of changing circumstances
- **The 4 Types of Capacity** and the impact of each on our ability to be productive and effective
- Strategies to build your adaptive capacity to **react faster and better than your competition**

# The 15% Rule

Create a productivity buffer

“

We have to stop being 100% on 100% of the time. We can actually achieve more if we do less.

Donna McGeorge  
*The 1 Day Refund*



More! More! More!  
Faster! Faster! Faster!

We've been told that the successful people in life are those that are willing to go longer and harder than others.

And yet, some of the most successful people in the world have shown that extreme effort doesn't always yield extreme results.

Join Donna as she shows time and time again that success is about effort in the right place, and the right time and at just the right level. That going hard and being "on" all the time is likely being detrimental to what you are wanting to achieve.

You'll learn:

- Why 100% on 100% of the time is making you less productive (and **how to get it right**)
- How sportspeople, entertainers and inventors know why having **a 15% buffer helps them be more successful**
- Techniques to help you take back 15% right now, and **give yourself a room to breathe**

# The First 2 Hours

Make better use of your most valuable time

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It's not WHAT you do, it's WHEN you do it.

Donna McGeorge  
*The First 2 Hours*



Get more done with your day by avoiding common productivity traps.

Author Donna McGeorge draws on research from neuroscience, energy flow and the body's natural rhythms, to reveal how to divide the workday into 2-hour blocks in line with the level of intensity and impact required.

Learn how to:

- Recognise the habits holding you back (and **how to rewire them**)
- Maximise your first 2 hours and **set yourself up for daily success**
- Build on your body's strengths for **better performance**
- **Track your patterns** and create a personalised workflow
- **Discover the optimum time** of day for new business, meetings, emails, projects and more.

The way you plan your day is the key to your productivity and Donna shows you how to do great work, consistently.



## **Introduction 1**

Do you feel overwhelmed, out of control and are at risk of failing at the important things?

Do you get to the end of the day exhausted yet not sure if you actually achieved anything?

Get ready for something that will help you take back time to spend it where you will get the best return.

Donna McGeorge, best selling author of The 1 Day Refund believes that we have to stop operating at 100% energy 100% of the time. That we can actually achieve more by doing less. By carving out a 15% buffer, we can give ourselves greater adaptive capacity to take advantage of change, opportunities and potential.

Donna is Australia's #1 productivity thought leader, author of the It's About Time series of productivity books and she works with clients all over the world.

Be prepared to be entertained inspired and maybe a little bit challenged. Please welcome . . . Donna McGeorge.

## **Introduction 2**

Donna is the best selling author The 25 Minute Meeting and The First 2 Hours. She has recently published her third book in the It's About Time series, The 1 Day Refund.

Over the past 20 years, Donna has been working with leaders all around the world in organisations such as Nissan Motor Company, L'Oreal and Australian Red Cross Life Blood.

When she is not speaking on stage or on screen, you will find her on her balcony at the Gold Coast in Queensland, sipping tea and taking inspiration from the meandering waterways.

Please join me in welcoming speaker and author Donna McGeorge.



### AV Requirements

- Donna prefers lapel/lavaliere mic (not required for smaller groups <30)
- Client to provide data projector/screen for slides (Donna can provide presentation in advance or bring on USB/laptop)
- For workshop/interactive programs, client to provide flip chart/whiteboard with markers

### Headshots

[Click here](#) for a variety of headshots that can be used in your promotion.

### Links and Social Media

Website: [www.donnamcgeorge.com](http://www.donnamcgeorge.com)

Facebook @donnamcgeorge <https://www.facebook.com/donnamcgeorge>

Twitter @dmcgeorge <https://twitter.com/DonnaMcGeorge>

LinkedIn <https://www.linkedin.com/in/donnamcgeorge/>

Instagram <https://www.instagram.com/dmcgeorge/>

Donna's team would love to chat with you about **your events**.  
You can also chat with Donna directly.

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