



effective edgeTM for notes + planning

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Anchor your insights. Connect the dots. Turn insight into action.

Ideas are everywhere - but without a trusted system for capturing, organizing, and acting on them, they slip through the cracks. **EDGE for Notes + Planning** is designed to transform how you think, plan, and work. Learning to harness your notes and planning tools more intentionally will bridge the gap between insight and execution. This program is about more than taking better notes - it's about creating a powerful system that supports strategic thinking, daily focus, and follow-through.

What to Expect

- Learn practices to capture ideas and insights in the moment they arise
- Create a fluid system to connect meeting notes with purposeful action
- Reduce mental clutter by turning information into structured clarity
- Practice transforming input into intention, and intention into aligned steps
- Leave with a living system that supports mindful thinking and effective follow-through

Stay organized and strategic in meetings and project planning.

EDGE for Notes + Planning

Group Training

Format:

Onsite: 2 hours

Virtual: 2 hours

Audience:

New Hires, Professionals
and/or Leaders

"This program is so helpful for how I now approach my notes. I also have structure and guidance for my projects. It's not just capture - it's connection."

- Interworks Participant

Why it Works

Research in cognitive science shows that externalizing thoughts – through writing, mapping, or structured review – frees mental bandwidth and reduces cognitive overload. When ideas are held in an intentional system, the mind relaxes and opens space for deeper insight, better decisions, and more focused action. **EDGE for Notes + Planning** activates this principle, creating a second brain that supports clarity and focus in your work.

Results You'll Feel + See

For Individuals



- Notes that reflect meaning, not just content
- An organized and intuitive system for moving from insight to action
- Reduced overwhelm and fewer dropped balls
- Greater ease navigating complexity with trust in your system
- A sense of alignment between what you think, know, and do

For Teams



- Meetings that generate clarity, action, and shared accountability
- Increased transparency and alignment on priorities
- Better follow-through and fewer miscommunications
- A shared system that improves collaboration and trust
- Teams that operate with less stress and more strategic alignment

Foundations for Flow

This program is part of the **Foundations for Flow** suite – a core collection of programs designed to establish the essential systems, habits, and mindsets that support sustainable performance. These programs provide the structure and shared language that help individuals and teams reduce friction, align more effectively, and create lasting momentum. By strengthening these foundations, your organization can unlock higher levels of focus, engagement, and impact across every level.

Continue the Transformation!

All participants gain access to InteraLabs™ – complimentary, live learning sessions that explore emerging topics and reinforce learning through dialogue, experimentation, and ongoing growth. Stay connected, curious, and courageous!