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Thank you for your interest in the Synergy Institute. We appreciate your choice in our exceptional resources and products.

Dear Customer,

The Synergy Institute offers a whole line of ready to use Personal Development workbooks, forms, and visually-descriptive handouts in ready-to-print PDF format for you to use and it's 100% free! Our commitment has always been to provide the most effective tools for personal transformation and put them in the hands of the people who need them the most. Please feel free to print out and share these valuable resources with your friends, family and co-workers.

Order Custom Forms

If you would like to purchase a set of customized forms with your own logo and information on it, then please contact us at info@SynergyInstituteOnline.com for licensing information. We can deliver you a print-ready file or have your forms professionally printed.

Advertise on This Page on all our Forms

SynergyInstituteOnline.com is one of the top personal development sites on the internet. Our site gets approximately 1,500 visitors a day who are looking for self improvement and personal growth advice and solutions. The Synergy Forms Bank offers hundreds of Personal and Professional forms, questionnaires, and visually-based material designed by the Synergy Institute and 100% free to our users.

Benefit from viral online and offline marketing

All of our forms come with a cover page, just like the one you are reading now. We have made it possible for you to benefit from our distribution by offering sponsorship for our forms. We've discovered that our forms get distributed virally, whether it's between friends or in the corporate world from manager to employee.

For more information, please contact Tristan Loo at: info@SynergyInstituteOnline.com

What is the Synergy Institute?

The Synergy Institute is a personal development publishing and training company based out of San Diego, California. Our mission is to provide the tools and the education needed to help as many people as we can create a positive change in their lives.

We offer:

- Life & Personal Coaching Services
- Self Improvement Resource Publishing
- Corporate Soft-Skills Training
- Personal Growth Seminars
- Personal Development Products

Who is Tristan Loo?

Tristan Loo is a professional Life Coach, Author, Presenter and Founder of the Synergy Institute. He is internationally recognized as authority on human potential, communication and personal effectiveness. Tristan's amazing success rate at having his clients reach their goals has him in high demand all over the world and has attracted the attention of an A-list clientele. His methods have been successful in helping people achieve their happiness in life where traditional approaches have consistently failed. In business settings, Tristan's practical techniques have consistently increased motivation, improved communication and increased sales. Tristan has coached clients in the United States, Canada, Great Britain, Ireland, Australia and India.

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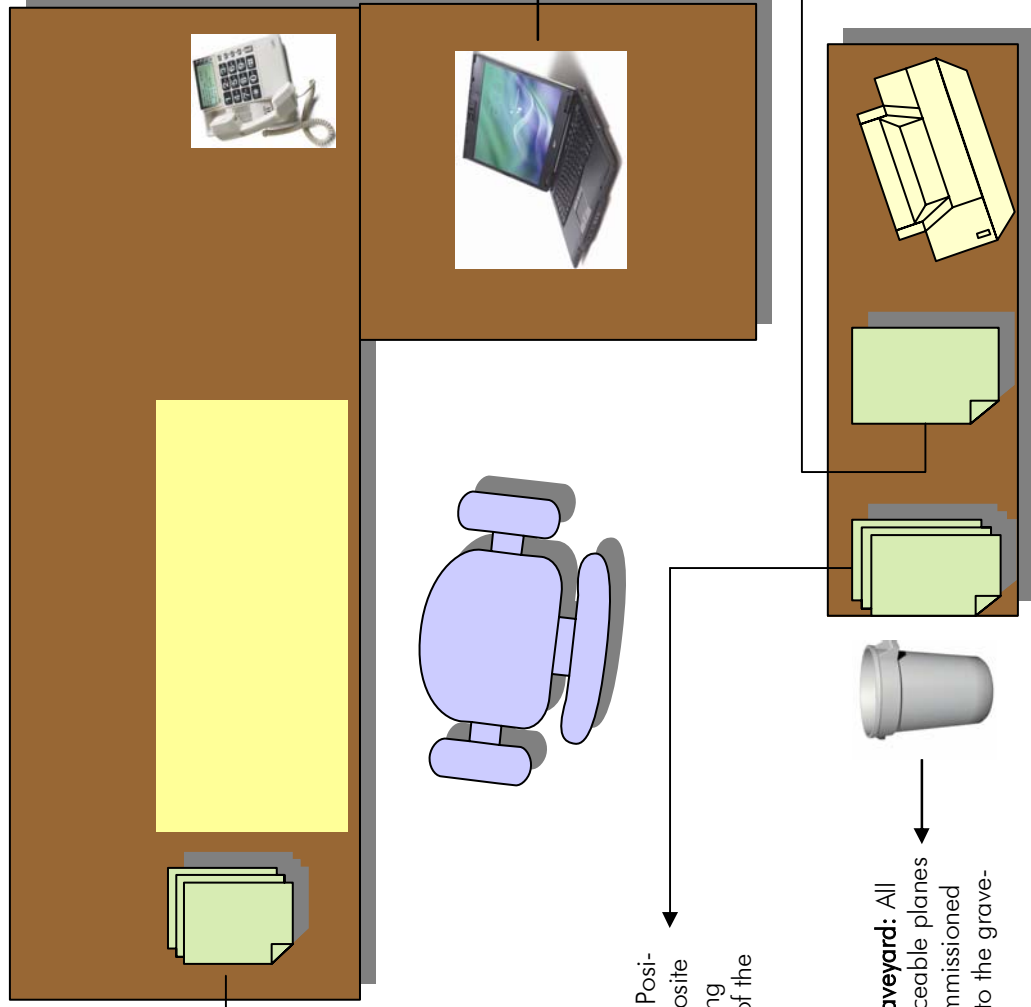
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Setting Up a Workstation Like an Airport

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Philosophy: An airport models the most efficient way of handling workflow because it HAS TO in order to prevent accidents. By adopting the airport model for your workstation, you can harness the power of the airport design model to decrease your paper clutter and increase your productivity.

Clear 180° Run Way



Incoming Flights: Also known as the in-box. No box is required however. Single stack positioned at the end of the desk where all incoming papers touch down on and can be assigned to any of the various terminals

Computer: Maintains it's own work area, separate from the desk

Outgoing Flights: Positioned on the opposite side of the incoming flights at the end of the credenza.

Service Dock: These are the planes (papers) that need to be worked on before they can be assigned to a particular terminal. Each active task should have an active task form attached to it (see forms bank).

Plane Graveyard: All non-serviceable planes get decommissioned and sent to the graveyard.