



## What To Do When There`s Too Much To Do

### Session Details

Faculty: Ms. Laura Stack Date: Wednesday, May 17, 2017

Location: Brookside Golf Club Sign In: 8:30 AM  
1133 Rosemont Avenue, Pasadena, CA 91103

Phone: (626) 585-3594 Session: 9:00 AM - 4:00 PM

### Session Description

Are you tired of hearing do more with less? Instead, this class shows you how to be more efficient, so you can do less to achieve more. Using Ms. Stacks innovative, six-step Productivity Workflow Formula (PWF), youll learn how to prioritize your high-value tasks, protect the time to do them, and organize around them (Ms. Stack demonstrates her methods using Microsoft Outlook). Youll find dozens of ways to shrink your to-do list, commitments, distractions, interruptions, and inbox. Each reduction will increase your results and save you time.

### Biography

Laura Stack, MBA, CSP, CPAE, is best known by her moniker The Productivity Pro. Stack is an award-winning keynote speaker, bestselling author, and noted authority on sales, leadership, and team productivity. She is the President & CEO of The Productivity Pro, Inc., a boutique consulting firm helping leaders increase workplace performance in high-stress environments. For over 25 years, Laura Stacks keynote speeches and seminars have helped associations and Fortune 1000 corporations improve output, increase speed in execution, and save time in the office. She is a high-energy, high-content speaker, who educates, entertains, and motivates professionals to deliver bottom-line results. Stack is a member of the prestigious CPAE Speaker Hall of Fame, which has fewer than 200 members worldwide). She has earned the Certified Speaking Professional (CSP) designation from the National Speakers Association, of which she was its president in 2011-2012. Laura Stack is the bestselling author of seven books published by Random House, Wiley, and Berrett-Koehler, including her newest, Doing the Right Things Right: How the Effective Executive Spends Time (Jan. 2016). Her books have been published in more than 20 foreign editions, and she is a featured columnist for the American Business Journal, LinkedIn, Time Management, and Productive magazines. Stack has produced more than 50 online productivity training programs. Laura Stack has been featured nationally on the CBS Early Show, CNN, NPR, Bloomberg, the New York Times, USA Today, the Wall Street Journal, Entrepreneur, and Forbes magazine. Stack has been a spokesperson for Fellowes, Microsoft, 3M, Skillssoft, Office Depot, Day-Timer, and Xerox.

### Guide to Participant Selection

Department	Admin	Distrub	Engr	Finc	H.R.	Legal	Mktng	IT	Or	Plng	Pchsg	R&D	Sales
<b>Senior Executive</b> (Pres. Exec & Sr VP)	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>Executive</b> (VP & Gen'l Mgr)	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>Senior Managers</b> (Div & Reg. Mgrs)	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Middle Managers</b> & Superintendents	1	1	1	1	1	1	1	1	1	1	1	1	1

### Time Allocation - Topics

5% The Productivity Workflow Formula (PWF) Self-Assessment

15% STEP 1: Determine what to do. GOAL: REDUCE YOUR TO-DO LIST. Define what tasks are truly valuable in your job. Create a solid task management system (Microsoft Outlook demo). Conduct daily, weekly, and monthly reviews.

15% STEP 2: Schedule time to do it. GOAL: REDUCE YOUR OBLIGATIONS. Focus on your high-value activities with to-do list triage. Assign time slots appropriately with a six-step daily planning method (demo). Say no and set boundaries when appropriate.

15% STEP 3: Focus your attention. GOAL: REDUCE YOUR DISTRACTIONS. Overcome the four TYPEs of distractions to hone your concentration. Avoid multitasking and task switching. Reduce interruptions to increase your focus.

15% STEP 4: Process new information. GOAL: REDUCE PROCESSING TIME. Use the 6-D System to process information. Track projects, due dates, pending items, and delegation, and keep your Inbox empty (Microsoft Outlook demo).

15% STEP 5: Close the loop. GOAL: REDUCE INEFFICIENCIES. Eliminate low-value activities to increase your Personal ROI. Create an efficient C-O-R-E time management system. Ensure your system meets the H-U-G Criteria.

15% STEP 6: Manage your capacity. GOAL: REDUCE ENERGY EXPENDITURE. Plan around your energy level. Find the best time to block out your calendar to work. Balance time for work, family, friends, and self.

5% CLOSURE: Performance Goals and Accountability Plan

## Focus

### **Primary - Leadership Development**

Commitment, Communication, Decisiveness, Empathy, Interpersonal Relations

### **Secondary - Planning/Organizing**

Problem Identification, Selecting and Organizing Information, Determining Required Resources

### **Tertiary - Executing/Controlling/Evaluating**

Delegation, Coordination, Quality Control, Follow-Up, Results Analysis, Evaluation

## Level

Introductory

Intermediate

Advanced

FOR REGISTRATIONS PLEASE CONTACT: **Charles Good**

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