



Work Smarter, Not Harder: How to Gain Control of Your Priorities

Session Details

Faculty: Dr. Richard Brinkman Date: Thursday, January 25, 2018

Location: Las Colinas Country Club Sign In: 8:30 AM
4400 North O'Connor Road, Irving, TX 75062

Phone: (972) 541-1141 Session: 9:00 AM - 4:00 PM

Session Description

In this era of doing more with less, it is crucial for managers and executives to better manage their time and themselves. This workshop will give you the skills needed to prioritize your activities and optimize your use of time, whether it be in meetings, phone conversations, or your daily activities. You will see how to eliminate procrastination, increase productivity and achieve results. This seminar is about the quality of your life. When all is done you will immediately find more time in the day to do the things that are precious to you.

Biography

DR. RICHARD BRINKMAN is the developer of Conscious Communication program and the principal of Rick Brinkman Productions, Inc., a training and development company. He is author of numerous books including the international bestseller *Dealing With People You Can't Stand: How to Bring Out the Best in People at Their Worst* (McGraw Hill), which has been translated into 25 languages. He has co-authored *Life by Design* and *Dealing With Relatives*, also published by McGraw-Hill. He is the sole author of *Dealing with Meetings You Can't Stand: Meet Less and Do More*. He is the co-author of the McGraw-Hill book *Love Thy Customer* and the developer of the Conscious Communication University online course with 7 hours of entertaining video and interaction. In 1988 he was one of only 15 people the Tom Peters group approved to do the public excellence seminars. He is frequently used by media as a communication expert and has been featured by CNN, The Wall Street Journal, and Oprah magazine. His clients have included: LucasFilm, IBM, Intel, US Navy at Pearl Harbor, the City of Decatur, the City of Leicester in England, Petronas the National Oil Company of Malaysia, Ford, US Army, FAA, Red Cross, and more. He has been an IMS faculty since 1995 and is a recipient of the Distinguished Faculty Award.

Guide to Participant Selection

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

Time Allocation - Topics

20% Clarifying priorities

Focus

Primary - Leadership Development

Adaptability, Creativeness, Empathy, Initiative, Judgment, Use of Time

Secondary - Planning/Organizing

Delegation, Direction, Coordination, Guidance, Meeting Schedule

Tertiary - Executing/Controlling/Evaluating

Problem Identification, Analysis, Evaluating Alternative Solutions, Developing Specific Plans

Level

Introductory

Intermediate

Advanced

FOR REGISTRATIONS PLEASE CONTACT: **Mike Godwin**

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