

Time Allocation - Topics

25% Prioritizing for Results

- Focus on results and the true drivers of performance.
- One question to prioritize more effectively.
- Improve and lead the business, don't just manage it.
- Manage work delegated to others.

15% Strategic Planning

- What to plan daily vs. weekly vs. monthly.
- Swift execution (planning and speed).
- Defending the plan.
- How to regain critical planning and personal time.

10% Personal Leadership & Goal Achievement

- Stay balanced and prevent burnout.
- Be decisive at the right time and with the right decisions.
- Inspire, motivate and lead others.
- Know when to stop and when to charge ahead.

15% Proactive vs. Reactive

- End procrastination of high quality work.
- Switch from using adrenaline to endorphins to complete difficult or unpleasant tasks.
- Manage and get the most out of procrastinators.
- Drive a proactive culture into your business.

5% Managing Interruptions

- Keep a two minute interruption to two minutes without harming the relationship.
- Prevent unnecessary interruptions.
- Establish rules and expectations you implement company wide.

25% The Skills of Great Execution

- Manage tasks, appointments, contacts and notes more efficiently.
- Get all commitments in one system and track them from anywhere.
- Set and forget future tasks.
- Spend less time logging, delegating and following up.

5% Managerial & Executive Level Delegation

- Why delegate.
- How to delegate effectively.
- Opportunity cost of not delegating.
- Return on investment to the business of great delegation.

Focus

Primary - Leadership Development

Secondary - Planning/Organizing

Tertiary - Executing/Controlling/Evaluating

Level

Introductory

Intermediate

Advanced

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