



Optimize your Time and Focus to Make your Best Even Better

Session Details

Faculty:	Jason Womack	Date:	Thursday, December 05, 2019
Location:	DoubleTree by Hilton Hotel Cleveland - Independence 6200 Quarry Lane, Independence, OH 44131	Sign In:	8:30 AM
Phone:	(216) 447-1300	Session:	9:00 AM - 4:00 PM

Session Description

This session is designed to engage, inform and equip participants with the tools, mindset and practices to improve their productivity by 20% or more every day. Managing email, attending meetings, planning projects...these are all the types of work our clients say they need to do more effectively and more efficiently. This program is designed to help get more of the right things done, faster and easier, using the tools and systems we all have access to. Learn what top performers know about productivity and effective leadership. Learn specific time management and productivity insights that you can implement immediately at your office and with your team!

Biography

Jason W. Womack, MEd, MA sees the world differently. He doesn't deny there are 24 hours in the day, but he defies low expectations for what can be accomplished in that time. He admits that life is busy, but he won't compromise when it comes to increasing productivity and maximizing time for the things that are his MIT's (Most Important Things). How does he do this? Jason is, above all, a teacher, but his teaching takes many forms: international speaker, productivity coach, Get Momentum program founder, and author of the business development books: *Your Best Just Got Better: Work Smarter, Think Bigger, Make More*, (Wiley, 2012) and *The Promise Doctrine: A System for Consistently Delivering on Your Promises* (2010). Jason shows that working longer hours doesn't have to be your only choice to increase your productivity and performance. He teaches practical solutions to everyday workflow that will free you up to focus on your bigger leadership goals and projects. He provides practical methods to maximize tools, systems, and processes to achieve quality work/life balance. He has worked with leaders and executives for over 16 years in the business, military and higher education sectors. His focus on creating ideas that matter and implementing solutions are changing the way leaders impact productivity and create environments where sustainable productivity is the norm.

Time Allocation - Topics

15% Principles of Productivity: combining working styles with company culture for success

20% Setting the Stage for a More Productive Day

- Knowing what you need and how to plan for more productive days

20% Engaging Others in Up-leveling their Productivity

- Managing meetings, expectations and results

30% Effective Time Management Techniques

- 5 tools and techniques to use to get more done, faster, with less effort

15% Assessing Progress and Enhancing Structure

- Tracking resource management for measurable results

5% Building an Accountability Program

- Identify a workplace performance goal and plan for implementation

FOR REGISTRATIONS PLEASE CONTACT: **Cindy Smith**

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