

## Managing Competing Demands: Getting It Done and Having a Life

### Session Details

Faculty:	Dr. David Posen	Date:	Thursday, February 21, 2019
Location:	Vantage Venues 150 King Street W, 27th Floor, Toronto ON M5H 1J9	Sign In:	8:30 AM
Phone:	+1 416-366-4228	Session:	9:00 AM - 4:00 PM

### Session Description

Work-Life Balance is no longer a luxury. It's a necessity for good health, energy and productivity. The objectives of this dynamic, interactive session are to help participants: (1) develop a clear picture of the Work-Life Balance they would like to achieve (2) identify obstacles that stand in the way of achieving their desired balance (3) develop a repertoire of action strategies and tools for overcoming current obstacles and any that may arise in the future and (4) develop their own personal action plan which is concrete, practical and achievable.

### Biography

Dr. David Posen graduated from the University of Toronto Medical School in 1967. He was involved in a research project in San Francisco before interning in Edmonton, Alberta. After a year of general practice in the Canadian Arctic he spent a year practicing in Jerusalem. In 1971 he started a family practice in Oakville, Ontario. In 1985 Dr. Posen gave up his general practice to devote his time exclusively to stress management, lifestyle counseling and psychotherapy. He has spoken widely to education, government, business and professional groups across North America. His clients have included University of Michigan, Warner Brothers, US Steel, Chevron, IBM, Verizon, Allstate Insurance, Federated Investors, American Express, Microsoft, Cisco Systems, McKinsey, Hilton Hotels, University of Florida Athletic Association, KPMG, Ernst & Young, Ford, Hewlett Packard, Bayer, Yellow Freight, University of California, Comcast Cable Communications and the Million Dollar Round Table. David is the author of three best-selling books, *Always Change a Losing Game*, *Staying Afloat When the Water Gets Rough* and *The Little Book of Stress Relief*, now in its twelfth printing and translated into seven languages (French, German, Spanish, Chinese, Russian, Portuguese and Korean.) David's fourth book, *Is Work Killing You?* was released in February, 2013.

### Guide to Participant Selection

Department	Admin	Distrib	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

### 10% Where Are You Now?

- Work-Life Balance chart--actual
- Human Function Curve (present stress level)

### 10% Clarifying Goals

- Work-Life Balance chart--desired
- Draw 3 pictures of things you'd like to do (or do more of) if you had the time

### 10% Identifying Obstacles

- What's holding you back? (individual exercise)
- Demands & Pressures (external and internal)
- Time-Crunched Personality Traits

### 60% Overcoming Obstacles

- Work Smart: Pacing, Time Outs, Prioritizing
- Saying NO; Setting limits & boundaries
- How to Make Time for Leisure
- Overcome Guilt (Enlightened Self-Interest)
- Health & Self-Care (Balance your Energy)
- Balance your Self-Concept

### 10% How to Transfer the Learning to Real Life Situations

- Personal Action Plan

## Focus

### Primary - Leadership Development

Commitment, Communication, Decisiveness, Motivation, Timing, Use of Time

### Secondary - Planning/Organizing

Problem Identification, Selecting and Organizing Information, Developing Specific Plans, Determining Required Resources

### Tertiary - Executing/Controlling/Evaluating

Decision Making, Delegation, Coordination, Meeting Schedules, Follow Up

## Level

Introductory

Intermediate

Advanced

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