



## Boosting Productivity: Gaining Back Time for Yourself and Your Team

### Session Details

Faculty: Helene Segura Date: Wednesday, May 08, 2019

Location: 3 West Club Sign In: 8:30 AM  
3 West 51st Street, New York, NY 10019

Phone: 212-582-5454 Session: 9:00 AM - 4:00 PM

### Session Description

This fast paced seminar is designed for busy managers, project leaders, and senior individual contributors who are looking to maximize productivity and achieve more. Discover proven strategies which will enable you to: Solve the big productivity challenges: email, meetings, and interruptions Regain focus on your most important goals and projects Increase team engagement by getting more done in less time Protect critical planning and personal time

### Biography

By teaching go-getters how to improve their efficiency, Time Management Fixer Helene Segura, MA Ed, CPO helps companies and agencies lower employee stress levels, decrease absenteeism, improve retention and leadership, and increase revenue. Known for her thought-provoking, yet entertaining time management keynotes and seminars that teach practical productivity tools, Helene delivers an experience that resonates deeply and inspires change. Helene has been the featured organizational expert in more than 150 media interviews and is the author of three books - two of which were Amazon best-sellers. Her latest book, *The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer* (New World Library), is the go-to time management resource for thousands of professionals around the world.

### 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

## 20% Strategic Framework

- Discover causes of and solutions for common time leaks that need to be plugged
- Get your brain to work for you instead of against you when it comes to managing your time
- Learn the 3 keys to telling your time what to do
- Negotiating Time with Yourself 5% Strategic Overview
- Experience the secret to effective time blocking

## 25% Tactical Application: Identify your high value responsibilities

- Determine your priorities when everything is important
- Stop chasing low-hanging fruit
- Get things done despite interruptions and being called on to put out fires

## 15% Tactical Application: Daily Planning

- Create to-do lists that actually get done
- Develop a weekly time blocking plan
- Morph your calendar when fires (or great opportunities!) crop up

## 15% Tactical Application: Long Term Planning

- Manage your or your teams projects and avoid around-the-clock, last minute work
- Negotiating Time with Others

## 15% Tactical Application: Create a More Efficient Team

- Help your employees and colleagues better manage your schedule
- Help your employees and colleagues better manage their time
- Reflect with Power

## 5% Identify the next steps on your road to even more productivity success

## 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: **Evangelia Zouras**

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