



BOOSTING PRODUCTIVITY: TIME MANAGEMENT TACTICS FOR WORKING SMARTER

with Helene Segura

\$395 (US) per person

VIRTUAL SESSION (3-HOUR)

BOOSTING PRODUCTIVITY: TIME MANAGEMENT TACTICS FOR WORKING SMARTER

This fast-paced virtual seminar is designed for busy managers, project leaders, and senior individual contributors who are looking to pivot processes with the ever-evolving [COVID-19] situation in order to maximize productivity during uncertain times. Be an even more effective leader when you balance work, family and life while everyone is at home. Discover time management best practices which will enable you to do the following: maintain focus and productivity levels despite the unknown; address interruptions from new and varied sources; create order when schedules and needs shift on a daily (or hourly!) basis and bolster your leadership ability and skills when you discover these critical strategies and tactics.

HELENE SEGURA

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.

TOPICS COVERED

STRATEGIC FRAMEWORK

LEARN THE 3 KEYS TO TELLING YOUR TIME WHAT TO DO
EXPERIENCE THE SECRET TO EFFECTIVE TIME PLANNING

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

TACTICAL APPLICATION: PLANNING

DEVELOP A WEEKLY PLAN
MORPH YOUR CALENDAR WHEN FIRES (OR GREAT OPPORTUNITIES!) CROP UP
NEGOTIATE TIME WITH OTHERS

IDENTIFY THE NEXT STEPS ON YOUR ROAD TO EVEN MORE PRODUCTIVITY SUCCESS

FOR REGISTRATION PLEASE CONTACT: **Spiro Serpanos** - IMS Regional Director - Washington-D.C.
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