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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 transformational virtual seminar is designed for busy managers, project leaders, and senior individual contributors who are looking to streamline processes and systems in order to maximize productivity. Whether you're working virtually, onsite or a hybrid, be an even more effective leader when you balance work, family and life when pivoting is a part of your daily routine. 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; and create order when schedules and needs shift on a daily (or hourly!) basis. Bolster your leadership ability and skills when you discover these critical strategies and tactics.

HELENE SEGURA

Helene Segura works with companies and agencies to lower employee stress levels, decrease absenteeism, improve retention and leadership, and increase profit. Known for her thought-provoking, yet entertaining time management keynotes and seminars that teach practical productivity tools, Helene delivers an interactive experience that resonates deeply and inspires change.

Helene has been the featured organizational expert in more than 200 media interviews and is the author of four books - two of which were Amazon best-sellers. Her third book, The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer (New World Library), and her fourth book, The Great Escape: A Vacation Planner for Busy Professionals Who Want to Take a Real Break from Work and Life (Hacienda Oaks Press), are go-to resources for thousands around the world.

TOPICS COVERED

THE ULTIMATE PRODUCTIVITY FRAMEWORK

LEARN THE 3 KEYS TO TELLING YOUR TIME WHAT TO DO
DETERMINE YOUR PRIORITIES AND HIGH VALUE RESPONSIBILITIES WHEN "EVERYTHING" IS IMPORTANT
EXPERIENCE THE SECRET TO EFFECTIVE TIME PLANNING

THE SECRET BEHIND HOW TO NEGOTIATE TIME WITH YOURSELF - THE BIG PICTURE

EXPERIENCE THE FOUNDATIONAL PRODUCTIVITY SKILL OF EFFECTIVE TIME BLOCKING
STOP CHASING LOW-HANGING FRUIT
DEVELOP A WEEKLY PLAN
MORPH YOUR CALENDAR WHEN FIRES (OR GREAT OPPORTUNITIES!) CROP UP
IDENTIFY THE NEXT STEPS ON YOUR ROAD TO EVEN MORE PRODUCTIVITY SUCCESS.
GET THINGS DONE DESPITE INTERRUPTIONS AND BEING CALLED ON TO "PUT OUT FIRES"

FOR REGISTRATION PLEASE CONTACT: **Heather Wilson** - IMS Regional Director - Los-Angeles
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