IMS



WORKING SMART: MANAGING PRIORITIES AND MASTERING WORKFLOW
with Dr. Jason Womack
$395 (US) per person

VIRTUAL SESSION (3-HOUR)

WORKING SMART: MANAGING PRIORITIES AND MASTERING WORKFLOW

Your work days are different now. There's as much (or more) to do as always, and to add to the pressure you feel, uncertain times lay ahead. Some priorities you are managing because they are in your job description. Other priories have been thrust upon you, while you handle the daily workflow of email in between attending phone and video meetings. How are you doing? Are you feeling more stressed than you want to be right now? During this session, you'll learn specific techniques you can use to focus on your priorities, organize your workflow, and take better care of yourself...so that you can take care of others.

DR. JASON WOMACK

Jason W. (JW) Womack is an Instructor of Leadership Studies at a Military University, the author of two best-selling books on self-leadership, and a student of organizational change. His current research and writing explores organizational space, and what leaders and colleagues are doing - and can do - to address the very sensitive issues of belonging and inclusion in the workplace.

TOPICS COVERED

REPLACE TIME-WASTING RITUALS WITH NEW, MORE PRODUCTIVE HABITS
SET YOURSELF UP TO BE MORE ATTENTIVE AND BETTER PREPARED FOR MEETINGS
END MORE DAYS AHEAD OF THE GAME, REDUCING THAT NAGGING FEELING OF ALWAYS FEELING BEHIND
CREATE MENTAL (AND PHYSICAL) SPACE TO THINK ABOUT THE BIG PICTURE, WHILE HANDLING THE FINE DETAILS

FOR REGISTRATION PLEASE CONTACT: **Heather Wilson** - IMS Regional Director - San-Francisco
Phone: **+1 (530) 906.2039** Email: **sanfrancisco@ims-online.com** Website:
https://ims-online.com/leadership-development/San-Francisco/23