IMS



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 program is designed for busy managers, project leaders, and senior individual contributors who are looking to operate more efficiently and strategically in order to maximize productivity. Whether you're working virtually, onsite or a hybrid, 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

LONG-TERM PLANNING STRATEGIES FOR:

- EXAMINE BEST PRACTICES FOR MANAGING LONGER PROJECTS AND TASKS – ESPECIALLY THOSE THAT INVOLVE OTHER PEOPLE AND DEPARTMENTS
- MAPPING OUT A FUTURE DELIVERABLE RESPONSIBILITY IN ORDER TO PREVENT LAST-MINUTE SCRAMBLING

DAILY PLANNING TACTICS AND TECHNIQUES FOR:

- DEVELOPING AND MANAGING TASK OR REMINDER SYSTEMS
- PREVENTING OTHERS (AND YOURSELF) FROM OVERLOADING YOUR SCHEDULE
- CREATING A FINISH-ABLE TO-DO LIST FOR THE NEXT DAY AND PLAN OF ATTACK FOR THE UPCOMING WEEK

SPLIT-SECOND DECISION-MAKING STRATEGIES FOR:

- DIFFERENTIATING BETWEEN PRIORITIES AND LOW-HANGING FRUIT WHEN "EVERYTHING" IS IMPORTANT

FOR REGISTRATION PLEASE CONTACT: **Charles Good** - IMS Regional Director - Boston
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