



BOOSTING PRODUCTIVITY: TIME MANAGEMENT TACTICS FOR WORKING SMARTER

with Helene Segura
\$395 (US) per person

VIRTUAL SESSION (3-HOUR)

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This transformational program is meticulously crafted for busy managers, project leaders, and senior individual contributors who are eager to enhance their operational efficiency and strategic thinking in order to maximize productivity in today's fast-paced work environment. Whether you're navigating the challenges of virtual work, collaborating onsite, or managing a hybrid team, this program offers invaluable insights.

Participants will have the opportunity to bolster their leadership abilities and acquire essential skills as they delve into these critical strategies and tactics. You'll learn how to foster a more cohesive team dynamic, improve communication, and implement effective decision-making processes that drive results. Furthermore, this program includes hands-on workshops and real-world case studies to ensure that you can apply what you've learned directly to your work context.

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

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

DAILY PLANNING

EXAMINE BEST PRACTICES FOR DEVELOPING AND MANAGING TASK OR REMINDER SYSTEMS
PREVENT OTHERS (AND YOURSELF) FROM OVERLOADING YOUR SCHEDULE
CREATE A FINISH-ABLE TO-DO LIST FOR THE NEXT DAY AND PLAN OF ATTACK FOR THE UPCOMING WEEK
DAILY PLANNING TIPS AND TECHNIQUES

SPLIT-SECOND DECISION-MAKING STRATEGIES TO DIFFERENTIATE BETWEEN PRIORITIES AND LOW-HANGING FRUIT WHEN "EVERYTHING" IS IMPORTANT

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