



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

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Your workdays have changed—and not for the better. Tasks keep piling up, and despite your best efforts, there's always more to do. The added pressure of uncertain times is weighing heavily on your shoulders. Some priorities align with your role, but others—unexpected demands and last-minute requests—are taking up more time than ever. And the constant stream of emails, phone calls, and video meetings? It's enough to make anyone feel overwhelmed.

How are you coping? Is stress starting to take its toll, leaving you feeling burnt out and unproductive?

In this program, you'll discover powerful techniques to prioritize tasks, streamline your workflow, and take better care of yourself—so you can lead with clarity and confidence. You'll learn how to cut through the noise, focus on what truly matters, and stop letting distractions derail your productivity.

With actionable tools to optimize meetings, track resources, and manage your time effectively, you'll work smarter—not harder. When you're more organized and in control, you'll reduce stress and be better equipped to support your team.

Regain control over your workday and your well-being. Stop letting overwhelm hold you back. Learn how to prioritize, streamline, and thrive—so you can do your best work and care for those who rely on you.

# DR. JASON WOMACK

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Jason Womack is a leader in Human Capital Management, focused on Talent Development, for a branch of the U.S. military and the author of the best-selling books *Get Momentum* and *Your Best Just Got Better*.

He admits that life is busy, but he won't compromise when it comes to increasing productivity and maximizing time for the things that are his MIT's (Most Important Things). He teaches practical solutions to the everyday workflow that will free you up to focus on your bigger leadership goals and projects. He provides practical methods to maximize tools, systems, and processes to achieve quality work/life balance.

## TOPICS COVERED

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### STREAMLINING WORKFLOWS

MASTER THE ART OF ELIMINATING BOTTLENECKS AND SIMPLIFYING YOUR PROCESSES TO BOOST EFFICIENCY ACROSS THE BOARD.

### PLANNING PRODUCTIVE DAYS

LEARN THE STRATEGIES THAT HELP YOU PRIORITIZE EFFECTIVELY, ENSURING YOU FOCUS ON WHAT TRULY DRIVES RESULTS EVERY DAY.

### MASTERING MEETINGS

DISCOVER HOW TO TURN UNPRODUCTIVE MEETINGS INTO HIGH-IMPACT SESSIONS THAT MOVE PROJECTS FORWARD AND ENGAGE YOUR TEAM.

### TRACKING RESOURCES

GAIN INSIGHTS INTO HOW TO MEASURE TIME, ENERGY, AND BUDGET USAGE, SO YOU CAN OPTIMIZE RESOURCES FOR MAXIMUM OUTPUT.

### PRIORITIZING WITH CONFIDENCE

LEARN FRAMEWORKS TO HELP YOU CONFIDENTLY NAVIGATE COMPETING DEMANDS, MAKE SMARTER DECISIONS, AND STAY ON TRACK.

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