



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 workdays have transformed. While there's just as much—if not more—to accomplish, the added pressure of uncertain times looms ahead. Some priorities align with your job description, while others have unexpectedly landed on your plate, all amidst a flurry of emails and back-to-back phone and video meetings.

How are you coping? Are you feeling more stressed than you'd like? In this program, you will discover effective techniques to help you prioritize your tasks, streamline your workflow, and better care for yourself—enabling you to care for others more effectively.

DR. JASON WOMACK

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

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: **Spiro Serpanos** - IMS Regional Director - Washington-D.C.
Phone: +1 (202) 367-6226 Email: wadc@ims-online.com Website:
<https://ims-online.com/leadership-development/Washington-D.C./27>