



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

VIRTUAL SESSION (3-HOUR)

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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 priorities 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 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

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