



## 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 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

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## PLANNING FOR LONG-TERM SUCCESS

MASTER PROVEN STRATEGIES FOR MANAGING COMPLEX, MULTI-PHASE PROJECTS INVOLVING MULTIPLE TEAMS AND DEPARTMENTS.

PROACTIVELY MAP OUT RESPONSIBILITIES TO ELIMINATE LAST-MINUTE CHAOS AND ENSURE SEAMLESS EXECUTION.

## DAILY PLANNING FOR MAXIMUM PRODUCTIVITY

DESIGN A PRACTICAL TASK AND REMINDER SYSTEM THAT KEEPS YOU ORGANIZED AND ON TRACK.

SET BOUNDARIES TO PROTECT YOUR SCHEDULE FROM OVERLOAD—BY YOURSELF AND OTHERS.

CRAFT A REALISTIC, FINISH-ABLE TO-DO LIST THAT SETS YOU UP FOR A PRODUCTIVE TOMORROW AND A SUCCESSFUL WEEK AHEAD.

## PRIORITIZATION ON THE FLY: MAKING SMART DECISIONS UNDER PRESSURE

LEARN QUICK, PRACTICAL STRATEGIES TO DISTINGUISH BETWEEN HIGH-IMPACT TASKS AND LOW-HANGING FRUIT.

DEVELOP A SYSTEM TO ASSESS AND ACT INSTANTLY WHEN EVERYTHING FEELS URGENT.

GAIN CONFIDENCE IN MAKING SPLIT-SECOND DECISIONS THAT ALIGN WITH YOUR GOALS AND PRIORITIES.

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