

LOOKING AT TIME THROUGH THE LENS OF LEADERSHIP

Get More Work from Fewer People...Without Making Them Quit



PROGRAM DESCRIPTION

If a mountain of deadlines and a staff that surfs the Internet for pleasure is keeping you awake at night, bring Laura in for guidance. Good leaders understand that time management is not about squeezing more into the day; it's about you and your team spending time productively toward the accomplishment of your organization's goals. Managing the clock isn't the answer—teaching employees to manage themselves is. This innovative program discusses three key time management principles for leaders:

- (1) Avoiding organizational “speed bumps,”
- (2) Eliminating activities that waste time, and
- (3) Modeling effective time management behavior.

COURSE OBJECTIVES

» Use your administrative assistant more effectively.	» Help your staff stay focused on key tasks and understand what they should be working on.
» Improve process efficiencies between team members and other departments.	» Free yourself from unnecessary meetings, calls, and interruptions.
» Maintain an “open door” policy while guarding against “drop in” visitors.	» Model effective productive behavior through personal time management and organization.
» Communicate expectations clearly upfront and spend time ensuring joint understanding.	» Help your people move through change more quickly and “turn on a dime.”
» Use Outlook to delegate and track assigned tasks.	» Keep team members from burning out and help maintain proper balance.
» Stay focused on strategic direction without getting mired down in day-to-day operations.	» Remove process inefficiencies such as mistake correction and undefined roles.

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