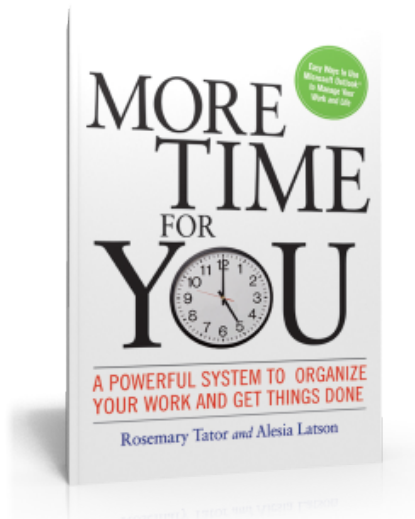


More Time for You: A Powerful System To Organize Your Work and Get Things Done

Workshop Overview



This learning experience delivers the foundation and fundamentals for a breakthrough in your effectiveness and productivity. You will gain insights into the existing ways of working that pose a limit on your effectiveness. And will leave equipped with the most effective tools to plan your day and adjust to shifting priorities and demands - with less stress and greater clarity.

You will have new perspectives and practices that will leave you more powerful, focused and productive.

Learning Objectives

The purpose of this workshop is to increase your capacity to be more effective, efficient, productive, and fulfilled in whatever matters most to you. After completing the program participants will be able to:

- Identify what causes your sense of overwhelm and its impact
- Capture your ideas, thoughts and “to do’s” and use a triage protocol to manage “the overwhelm” of things to do and accomplish
- Use scheduling practices that put you in control of your day and keep you focused on what’s most important.
- Lose that nagging sensation of forgetting something important
- Master the art of the empty inbox
- Adopt new practices for effectively overcoming procrastination, managing meetings and projects, and handling interruptions
- Implement a variety of practices and techniques for getting back on track when a setback occurs
- Create an implementation strategy for success

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More Time for You: One-Day Workshop Agenda



Alesia Latson, Co-author of "More Time for You" has been studying and practicing the art and science of leadership and organizational development for over 20 years. She has held management and organizational development roles in Fortune 100 financial services organizations and healthcare. Through her expert facilitation and personal coaching, she has developed hundreds of leaders at all levels to expand their productivity, management, and leadership impact. She is appreciated for her insight, creativity, and her exceptional skills as a consultant, executive coach, and speaker.

Target Audience

This workshop is for individuals who want to:

- Dramatically increase their productivity
- Produce the results that are most important to them
- Learn a new way to think about, organize and manage their work
- Reduce stress and worry, and
- Create a new level of focus and effectiveness in their work and in their life

Topics Covered

Time Management Paradigm Shift for Enhanced Performance & Productivity

- Shifting focus from managing time to managing self
- Facing the reality of never getting it all done
- 7 work practices that perpetuate the sense of overwhelm

Gaining Control of Your Workday

- Using "Capture Tool" and "Triage Process" to manage information and workflow
- How to evaluate priorities each day to make sure that the true top priorities get handled

Managing E-mail

- Using the "Triage Process" to manage your Inbox
- Working with an empty Inbox (Yes, it is possible!)
- Increasing productivity by using technology efficiently

Scheduling and Planning for Productivity

- Creating a realistic and productive schedule
- Managing tasks, projects, and goals
- Conducting effective meetings

Creating Boundaries and Balance

- How and when to say "No."
- Managing interruptions & distractions

Managing Yourself and Others for Greater Results

- Resolving conflicts with multiple bosses & priorities
- Overcoming the procrastination habit
- Removing the barriers to your productivity
- Dealing with the things you dislike doing

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