

LOOKING AT TIME THROUGH THE LENS OF LEADERSHIP

Get More Work from Fewer People...Without Making Them Hate You or 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 people spending time productively toward the accomplishment of organizational 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 people’s time, and (3) modeling effective time management behavior.

COURSE OBJECTIVES

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| » Use your administrative assistant more effectively | » Avoid “speed bumps” in employees’ paths and help them speed up |
| » Improve process efficiencies between team members and other departments | » Eliminate departmental activities that waste time |
| » Maintain an “open door” policy while guarding against “drop in” visitors | » Model effective productive behavior through personal time management and organization |
| » Delegate appropriately and follow-up on time | » Help your people move through change more quickly |
| » Use Outlook to delegate and track assigned tasks | » Keep people from burning out and maintain proper balance |
| » Craft communication protocols governing your team’s use of technology | » Remove process inefficiencies such as mistake correction and undefined roles |