

WHEN IT COMES TO STRATEGIC TIME MANAGEMENT, A LEADER'S ABILITY TO PRIORITIZE, EXECUTE, AND GET RESULTS THROUGH OTHERS IS CRITICAL FOR ORGANIZATIONAL SUCCESS.



What is Your Most Precious Asset?

While money, professional relationships, and vitality are mostly renewable, there is one asset that is not. Because it is so finite, it is more precious than any other.

The one resource that we have that is not renewable is time. Every second we use is a second that we cannot get back.

We know this, and yet we often act as if we do not. We spend our time doing things that others could be doing instead. We do things that are not essential to our organization's strategic priorities. We do things that are not the most important things for us to be doing as leaders.

As a result, we feel overwhelmed. We lose our focus. Ironically, our other assets suffer as well. We are stressed and lose energy and vitality. We do not relate to others, because we are distracted and cannot give our full attention. We make poor decisions that cost money.

Time is indeed our most important asset. Be sure that you treat time as you would any other asset. Measure how you use it. Analyze your decisions. Make new, more strategic choices going forward. Do what it takes to set boundaries to execute those choices.

What would be possible for you with higher productivity, peace of mind, less stress, being perceived as more productive and effective, and more grounded and focused on the most important issues?

In the case of time, sunk costs are truly sunk forever.

AN INVESTMENT IN YOUR LEADERS:



Increases Performance



Retains Talent



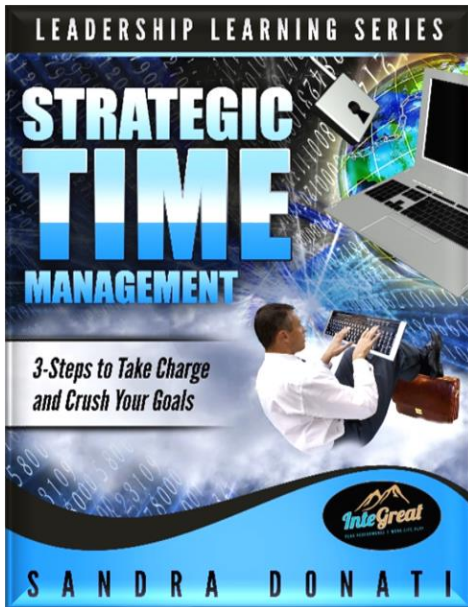
Drives Creativity & Innovation



Creates better Collaboration



Workshop Handbook



WHO SHOULD ATTEND?

Executives

Managers

Supervisors



CAGE CODE: 7ZEF6

DUNS: 070617896

PRIMARY NAICS CODE: 611430

My *virtual* **Strategic Time Management** workshop will teach leaders and supervisors to work smarter, make more purposeful choices and get more clarity on how to live and leave a lasting legacy for what matters most to you.

Pre-work required. Time management tracking and peak performance time analysis.

Implement my proven 3-step time management method today. I have designed engaging materials, lively discussion topics, and activities that guide leaders in the following key outcomes:

- Prioritize Goals When Managing Your Time
- Identify Peak Energy Times
- Learn how to eliminate distractions and refocus
- Have a proven plan and template to be successful

After the sessions, participants will not only increase their commitment to the organization's mission but have a framework to use time more effectively, set priorities, and make commitments to have a more reasonable work schedule.

READY TO GET STARTED?

Here's how to implement a successful strategic planning process in three easy steps:

1. Decide – I'll help you decide who should be involved and why.
2. Prepare – I will customize your sessions to exceed your expectations.
3. Deliver – I will deliver the sessions in a fun and engaging way that will help reach resolutions more quickly and effectively.

Sandra Donati is a faculty member of American University's School of Public Affairs where she teaches graduate level courses in leadership development. Sandra is the President, InteGreat Peak Performance. Work. Life. Play. LLC, specializing in organizational leadership development, employee engagement, change management, consulting and coaching with over 700 coaching hours. Prior to her retirement in 2018, Sandra was the Provost, Leadership Academy at the Pentagon Force Protection Agency (PFPA) responsible for the design and launch of the leadership academy in 2014. Her work at PFPA focused on leading change in a complex environment and teaching all levels of PFPA leaders from her Aspiring Leader Program, Leadership in Police Organizations Program, and executive level development program where she taught and graduated over 200 students.

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