



WORKSHOP

30 minutes	<p>INTRODUCTION</p> <ul style="list-style-type: none"> • A Time When Work Is Working • The New Work Reality • Self-Check: Pre-Assessment Results • Focus on Four Competencies 	60 minutes	LUNCH
90 minutes	<p>CHOOSE THE MOST IMPORTANT TASKS</p> <ul style="list-style-type: none"> • Dance Close to the Revenue Line • Exercise: Three Steps to the Revenue Line • Remember the 3Qs and 4Ds • Exercise: Managing Conflicting Priorities • Making It Real 	90 minutes	<p>CONTROL THE NIBBLERS</p> <ul style="list-style-type: none"> • Crunch Your Container • Anticipate Surprises • Exercise: Interruption Exit Strategies • Exercise: Managing Meeting Derailers • Making It Real
15 minutes	BREAK	15 minutes	BREAK
100 minutes	<p>CREATE THE TIME TO GET THINGS DONE</p> <ul style="list-style-type: none"> • Effectively Manage Email • Beware Multitasking • Exercise: The Impossible Juggling Act • Create Your Daily Pattern • Exercise: Your Concentration Threshold • Stretch Time by Planning • Making It Real 	60 minutes	<p>EMBRACE YOUR WORK-LIFE BALANCE</p> <ul style="list-style-type: none"> • Exercise: Brain Teaser • Exercise: Stress Escape • Let Go and Grab Hold • Balance Your Balance with PEP • Exercise: How Do You Recharge? • Making It Real
		20 minutes	CLOSING THOUGHTS