



Los Angeles

THE INSTITUTE FOR MANAGEMENT STUDIES, 6580 S McCarran Blvd., Suite B, Reno, NV 89509

SUBJECT	MANAGING COMPETING DEMANDS: GETTING IT DONE AND HAVING A LIFE		
FACULTY	DAVID POSEN, M.D.		
LOCATION	Millennium Biltmore Hotel 506 S Grand Avenue, Los Angeles, CA 90071 (213) 624-1011	DATE	Tuesday, September 15, 2009
		REGISTRATION	8:30 AM
		SESSION	9:00 AM - 4:00 PM

TIME TOPICS

10%	Where Are You Now? <ul style="list-style-type: none"> • Work-Life Balance chart--actual • Human Function Curve (present stress level)
10%	Clarifying Goals <ul style="list-style-type: none"> • Work-Life Balance chart--desired • Draw 3 pictures of things you'd like to do (or do more of) if you had the time
10%	Identifying Obstacles <ul style="list-style-type: none"> • What's holding you back? (individual exercise) • Demands & Pressures (external and internal) • Time-Crunched Personality Traits
60%	Overcoming Obstacles <ul style="list-style-type: none"> • Work Smart: Pacing, Time Outs, Prioritizing • Saying NO; Setting limits & boundaries • How to Make Time for Leisure • Overcome Guilt (Enlightened Self-Interest) • Health & Self-Care (Balance your Energy) • Balance your Self-Concept
10%	How to Transfer the Learning to Real Life Situations <ul style="list-style-type: none"> • Personal Action Plan

SEMINAR DESCRIPTION

Managers today run a gauntlet of competing demands, both personal and professional. Finding the right balance between work and life isn't easy, but doing so is essential to good health and energy, reduced stress, improved productivity at work and personal happiness. Most people feel so overloaded that they don't know where to start in addressing this balance issue. Dr. David Posen will simplify the process by leading you on a four-part voyage of self-discovery that will bring structure to your quest, and help you discover a multitude of tips for working more effectively, making time for leisure and taking more control of your life. The objectives of this dynamic, interactive session are to help participants: (1) develop a clear picture of the Work-Life Balance they would like to achieve; (2) identify obstacles that stand in the way of achieving their desired balance; (3) develop a repertoire of action strategies and tools for overcoming current obstacles and any that may arise in the future; and (4) develop their own personal action plan which is concrete, practical and achievable.

FOR RESERVATIONS

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FACULTY



DAVID POSEN, M.D. is the author of three best-selling books: *Always Change a Losing Game*, *Staying Afloat When the Water Gets Rough* and, most recently, *The Little Book of Stress Relief*, now in its sixth printing and being translated into Japanese, Chinese, Spanish, German and French. Dr. Posen has spoken widely to education, government, business and professional groups across North America. Befitting an adventurer, Dr. Posen worked on a research project in San Francisco before graduating from the University of Toronto Medical School in 1967. He then interned in Edmonton, Alberta and practiced in the Canadian Arctic and Jerusalem before settling in Oakville, Ontario in 1971. More than a decade into a highly successful family practice, Dr. Posen changed his game plan in the mid '80s to focus on stress management and lifestyle counseling. Along the way, his buoyant approach to life's challenges has helped countless people stay afloat! In fact, his client list includes Ford, Hewlett Packard, Deloitte & Touche, IBM, University of California, Cisco Systems, Bayer, Microsoft, Yellow Freight, Pricewaterhouse Coopers, Glaxo Wellcome and Comcast Cable Communications.

GUIDE TO PARTICIPANT SELECTION

SENIOR EXECUTIVE
(Pres, Exec & Sr. VP)

EXECUTIVE
(VP & General Mgr)

SENIOR MANAGER
(Div. & Reg. Mgrs)

MIDDLE MANAGER
& SUPERINTENDENTS

3	3	3	3	3	3	3	3	3	3	3	3	3	3
2	2	2	2	2	2	2	2	2	2	2	2	2	2
1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1	1	1	1	1
Admin	Distrib	Engr	Finc	H.R.	Legal	Mktng	IT	Ops	Ping	Pchsg	R&D	Sales	

APPLICABILITY

"1" indicates primary target audience

"2" indicates a good fit if the level of material is appropriate

"3" indicates (in the opinion of the Institute and faculty) limited applicability.

FOCUS

PRIMARY

LEADERSHIP DEVELOPMENT:

Commitment, Communication, Decisiveness, Motivation, Timing, Use of Time

SECONDARY

PLANNING/ORGANIZING:

Problem Identification, Selecting and Organizing Information, Developing Specific Plans, Determining Required Resources

TERTIARY

EXECUTING/CONTROLLING/EVALUATING:

Decision Making, Delegation, Coordination, Meeting Schedules, Follow Up

LEVEL

Introductory Intermediate Advanced