



The Institute for Management Studies, 201 West Liberty Street, Suite 100, Reno NV 89501

SUBJECT	<b>WORK SMARTER NOT HARDER: HOW TO GAIN CONTROL OF YOUR PRIORITIES</b>		
FACULTY	DR. RICHARD BRINKMAN		
LOCATION	John Hancock Hotel & Conference Center 40 Trinity Place, Boston MA 02116 (617) 933-7700	DATE	Thursday, October 21, 2010
		REGISTRATION	8:30 AM
		SESSION	9:00 AM - 4:00 PM

TIME	TOPICS
20%	<b>Clarifying priorities</b> <ul style="list-style-type: none"> <li>• How to recognize priorities and clarify vision, values and major goals</li> <li>• Creating a screen to filter out the unimportant</li> <li>• How to find out where your time really goes</li> <li>• Recognizing the amount of controllable time you have each day</li> </ul>
20%	<b>Organizing yourself for success</b> <ul style="list-style-type: none"> <li>• How to get the most out of your organizer system and how to choose the right one for you</li> <li>• Keeping on track and staying flexible with rapidly changing priorities</li> </ul>
20%	<b>Problem people, interruptions, and crises</b> <ul style="list-style-type: none"> <li>• How to stop others from stealing your time</li> <li>• Get people to keep commitments</li> <li>• Dealing with the mixed-up priorities of others</li> <li>• Five specific ways to cut your interruptions in half</li> <li>• Crisis prevention</li> <li>• How to delegate and make sure it is done right</li> <li>• Project management skills</li> </ul>
20%	<b>Efficiency skills</b> <ul style="list-style-type: none"> <li>• Taming the telephone: How to shorten and end conversations politely</li> <li>• Paperwork: How to burn through paperwork faster and eliminate clutter</li> <li>• How to create a workable and easy filing system</li> <li>• Meetings: The three priorities before, during, and after a meeting</li> <li>• How to keep meetings on time and keep people focused</li> <li>• Recognizing and eliminating unnecessary meetings</li> </ul>
20%	<b>Procrastination</b> <ul style="list-style-type: none"> <li>• Five reasons people procrastinate</li> <li>• Ten ways to eliminate procrastination forever</li> <li>• Recognizing and eliminating pseudo-procrastination</li> </ul>

**SEMINAR DESCRIPTION**

In this era of doing more with less, it has become crucial for managers and executives to better manage their time and themselves. This workshop will give you the skills needed to prioritize your activities and optimize your use of time, whether it be in meetings, phone conversations, or your daily activities. You will see how to eliminate procrastination, increase productivity and achieve results. You will also learn how those who are organized and efficient got to be that way, and you will come away with a road map for success in the office and at home.

**FOR RESERVATIONS**

**Bill Brott Miller**  
**Phone: (508) 562-1661 e-mail: Boston@ims-online.com**

## FACULTY



**DR. RICHARD BRINKMAN** is the developer of Conscious Communication™ program and the principal of Rick Brinkman Productions, Inc., a training and development company. He is author of numerous books including the international bestseller published by McGraw Hill, *Dealing With People You Can't Stand: How to Bring Out the Best in People at Their Worst*, which has been translated into 15 languages. He has co-authored *Life by Design* and *Dealing With Relatives*, also published by McGraw-Hill. He is the sole author of *Meeting Magic: Bringing Out the Best in People at Meetings*. He has developed 2 video programs on customer service: "Pleasing Your Hard to Please Customers" and "Telecare: Great Service in Digital Times". He performs over 50 programs a year in 89 countries. In 1988 he was one of only 15 people the Tom Peters group approved to do the public excellence seminars. He is frequently used by media as a communication expert and has been featured by CNN, The *Wall Street Journal*, and *Oprah* magazine. His clients have included: LucasFilm, IBM, Intel, US Navy at Pearl Harbor, the City of Decatur, the City of Leicester in England, Petronas the National Oil Company of Malaysia, Ford, US Army, FAA, Red Cross, and more. He has been an IMS faculty since 1995 and is a recipient of the Distinguished Faculty Award.

## 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
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
Admin	Distrib	Engr	Finc	H.R.	Legal	Mktng	IT	Ops	Plng	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:

Adaptability, Creativeness, Empathy, Initiative, Judgment, Use of Time

SECONDARY

### EXECUTING/CONTROLLING/EVALUATING:

Delegation, Direction, Coordination, Guidance, Meeting Schedule

TERTIARY

### PLANNING/ORGANIZING:

Problem Identification, Analysis, Evaluating Alternative Solutions, Developing Specific Plans

## LEVEL

Introductory  Intermediate  Advanced