



WORKING SMART: MANAGING PRIORITIES AND  
MASTERING WORKFLOW  
with Dr. Jason Womack  
\$395 (US) per person

VIRTUAL SESSION (3-HOUR)

## WORKING SMART: MANAGING PRIORITIES AND MASTERING WORKFLOW

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Your workdays have changed, and they may feel more demanding than ever. There's just as much—if not more—to do, and the pressure is building as you navigate uncertain times ahead. Some of the responsibilities on your plate are part of your job description, while others have been unexpectedly added to your workload. In the middle of it all, you're juggling constant emails, attending phone and video meetings, and trying to keep up with everything else that comes your way. It's a lot to manage. How are you holding up? Are you feeling more overwhelmed or stressed than you'd like to admit right now?

If so, you're not alone. Many people are struggling to stay balanced and organized in the face of these challenges. That's why this program is here to help. You'll learn practical, actionable techniques to focus on your most important priorities, effectively organize your daily workflow, and implement strategies to take better care of yourself. Because when you take care of yourself, you're better equipped to take care of everything—and everyone—around you. This program is designed to help you regain clarity, reduce stress, and approach your work and life with renewed confidence.

### DR. JASON WOMACK

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Jason Womack is a leader in Human Capital Management, focused on Talent Development, for a branch of the U.S. military and the author of the best-selling books *Get Momentum* and *Your Best Just Got Better*.

He admits that life is busy, but he won't compromise when it comes to increasing productivity and maximizing time for the things that are his MIT's (Most Important Things). He teaches practical solutions to the everyday workflow that will free you up to focus on your bigger leadership goals and projects. He provides practical methods to maximize tools, systems, and processes to achieve quality work/life balance.

# TOPICS COVERED

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## **REPLACE TIME-WASTING RITUALS WITH MORE PRODUCTIVE HABITS**

FIVE PRODUCTIVITY TOOLS AND TECHNIQUES TO WORK SMARTER, NOT HARDER  
ELIMINATING LOW-VALUE TASKS TO MAXIMIZE EFFICIENCY AND FOCUS

## **SET YOURSELF UP TO BE MORE ATTENTIVE AND BETTER PREPARED FOR MEETINGS**

MANAGING MEETINGS EFFECTIVELY TO ALIGN EXPECTATIONS AND DRIVE RESULTS  
STRUCTURING PRE-MEETING PREPARATION FOR CLARITY AND ACTIONABLE OUTCOMES

## **END MORE DAYS AHEAD OF THE GAME, REDUCING THE FEELING OF ALWAYS BEING BEHIND**

DAILY PLANNING STRATEGIES TO PRIORITIZE HIGH-IMPACT TASKS AND MAINTAIN MOMENTUM  
TRACKING RESOURCE MANAGEMENT TO MEASURE PROGRESS AND STAY ON TOP OF COMMITMENTS

## **CREATE MENTAL (AND PHYSICAL) SPACE TO THINK ABOUT THE BIG PICTURE WHILE HANDLING THE FINE DETAILS**

ORGANIZING WORKFLOW AND WORKSPACE TO REDUCE STRESS AND INCREASE MENTAL CLARITY  
IMPLEMENTING SELF-CARE STRATEGIES TO SUSTAIN LONG-TERM PRODUCTIVITY AND WELL-BEING

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