



WorkingSm@rt® 365™

Who Should Attend:

- Individuals, teams and organizations whose performance is measured by their ability to manage multiple tasks and priorities, follow-up on commitments, communicate and delegate effectively, and use an organized planning process.
- Individuals, supervisors and senior managers who must understand the strategic direction of their business and create an effective plan for execution.

What to Expect:

- A total time management solution that integrates long and short term planning, communications, tasks and activities.

Format:

- 1-day workshop where participants create a plan for key business objectives
- Coaching session to reinforce learning

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

At a Glance

The WorkingSm@rt® 365 workshop is designed to help you develop the knowledge and the skills required to maximize your performance and productivity at work. At the end of the workshop, you will be better able to choose the right task, use the right tools and apply the right process to achieve great results. Enjoy a dramatic and immediate improvement in your ability to self-manage, applicable to any business . . . from the moment you learn it.

Immediate Benefits:

- Consistent focus on priorities – turn intentions into actions
- Overcome barriers to achievement
- Commit to values and goals
- Manage time, tasks, and activities
- Boost productivity
- Reduce stress and improve work/life balance

Priority®

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, contact us at:
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