

# Leadership Training Associates

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## How To Work Smarter

### OBJECTIVE:

Participants will learn practical techniques guaranteed to eliminate time wasting behaviors, improve concentration and productivity, relax in the face of tension and stress, and replace frustration with confidence and enthusiasm.

#### Getting More Done In Less Time

- Handling telephone interruptions
- Overcoming indecision and procrastination
- Getting more out of meetings
- Handling drop-in visitors
- Saying “no” and gaining respect
- Becoming more organized
- Overcoming delays in receiving information
- Delegating more effectively
- Coping with crisis
- Developing better working relationships
- Setting realistic goals and objectives

#### Managing Burnout And Stress

- A simple test to see if you are burning out
- Why stress can be a killer
- How to quickly achieve total relaxation
- How to eliminate worry and sleep better
- How to solve problems effectively
- Action planning to prevent burnout
- How to achieve balance in your life
- How to increase energy, stamina, and resistance to tension
- How to gain acceptance for your ideas
- The 60 second stress reducer