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Budget cuts, increased workloads, abbreviated time tables... sound familiar?

According to Basex, we spend less than 20% of our time executing against our priorities. Distractions and interruptions, among other things, get in our way. However, YOU are held accountable, which means relentless prioritization and connection to the company goals and values, making smarter/faster decisions, bringing focus and clarity to each exchange, effective delegation, coaching and developing our team, growing profitability, raising employee engagement...and the list goes on and on.

Did you know you have a secret weapon to accelerate the achievement of this responsibility? It's TIME! Take Command of TIME (Talent, Investment, Minutes, Effort) AND maximize the potential and impact of yourself, your team and the organization that results in 1-2 more productive hours per day and increased output by 15-20%.

## The Efficiency Experience

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This learning experience will leverage proven TIME strategies as powerful allies in your quest to deliver consistently great results by changing how you spend the currency of time AND the very nature of how you think, decide and execute.

You'll clear your electronic desk and return to work with a life-changing philosophy -- a process to manage the critical to success details and best practices for managing the intersection between you, your objectives and your team.

## EDGE Concepts

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**EMPTYING** – *Clean Up and Clear Out Model* manages collection points.

**DECIDING** – *Self-Management Model* enhances the process of making fast/smart decisions and moving to action.

**GROUPING** – Organize *Outlook, Lotus Notes* to maximize best features and create a seamless system.

**EXECUTING** – Streamline your systems with emphasis on *Prioritizing, Reviewing, and Doing*.

## Your Leadership Advantage Becomes...

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- Explicit prioritization in the use of your resources (people, time, money).
- Faster/smarter decision making.
- Focus and clarity on line of sight to priorities and keeping focus on the critical few.
- Leading with intention and inspiration.
- Strategic use of time as an asset in achieving results consistently.
- Productive 1-on-1 development and project meetings.
- Goals for your team that appropriately balance short and long term objectives.
- An end-to-end organizational system that integrates e-mail, voice mail, tasks, files and more.
- Reliable tracking systems to delegate and keep work moving.
- Focused, empowered and engaged role model.

## Who Benefits Most From This Learning?

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Managers, Supervisors, Team Leaders, Project Leaders and Executives love this course. It is well suited for professionals who direct or manage a team.