

IN THIS ISSUE

- [10 Tips for a More Productive Work Day](#)
- [Introduce Yourself to Prospective Customers via Email](#)
- [Understand That a Sales Presentation Is a Conversation, Not a Speech](#)
- [The Three Elements of Persuasion](#)

SEMINARS OF INTEREST

[Confronting the Tough Stuff: Management Skills for Supervisors](#)

Learn the skills you need to tackle effectively the real-life situations you face as a supervisor, from team dysfunction to employee delegation, from tough times to putting an end to silos.

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[Achieving Leadership Success Through People](#)

At this seminar, you will master the ability to create rapport, synergy, and two-way trust and master P.E.O.P.L.E skills (Professionalism, Empathy, Optimism, Partnering, Loyalty, and Empowerment).

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SPECIAL EVENTS

[Leading Disruptive Innovation and Change](#)



10 Tips for a More Productive Work Day

For managers, it can be hard to balance business-driving projects with business-maintaining administrative tasks. Following are tips from Carson Tate to help you achieve an ongoing workflow that consistently keeps you at your most productive.

Tip 1: Time is a commodity. Invest time for the BEST payout.

Do you know what an hour of your time is worth? Calculate your hourly rate and then ask yourself, "Is the project or task I am working on right now generating a return that justifies my hourly rate?" Sit back and watch your time investment decisions change.

Tip 2: You cannot manage time. Go with the FLOW.

Focus—What is your strategic focus?

Location—Do you have places on your calendar to execute on your strategic focus?

Organize—Batch or group similar tasks for maximum effectiveness.

Work—Make it work for you.

Tip 3: Identify what you can stop doing.

The reality: There is more work to be done than time in multiple lifetimes. The costs: strategic, revenue generating work. The antidote: Take a hard look at what you are really doing. Does it align with the company's strategic goals and objectives? If not, stop doing it.

Tip 4: Say yes to clients, but don't let them hijack your time

Budget your calendar; preserve execution time. It's productive to devote your mental energy to a theme each day.

Based on research and interviews with business executives in multiple sectors, this webcast explores leadership dynamics that will help you drive success in innovative periods, the competencies essential to handling disruptive innovation, and how to leverage uncertainty to find strategic direction.

October 3, 2012

12:00 p.m.–1:00 p.m. Eastern

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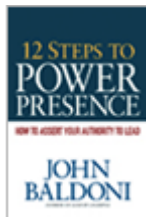
How to Project Confidence with Demanding People

Attend this webinar to learn powerful tactics to cope with difficult people. Discover techniques you can use to project an aura of confidence that works in any circumstance and especially when you're in the hot seat with demanding bosses and colleagues.

October 11, 2012

1:00 p.m.–2:30 p.m. Eastern

[LEARN MORE](#)



BOOK REPORT

12 Steps to Power Presence

How to Assert Your Authority to

Lead.

John Baldoni's book demonstrates ways that managers can improve their presence strategically and tactically to develop the trust of their people so they can accomplish their goals and the goals of their company. Use the 12 chapters in this book to grade yourself on your ability to discover, develop, and deliver your leadership presence.

Tip 5: Two tools are better than one

Don't use a calendar as a to-do list. The calendar manages hours and minutes; the "to do" list manages activities that have to be budgeted into the hours and minutes.

Tip 6: Build a work load matrix

List your tasks, time investment and the ROI generated from each one. Present to your manager(s) to help them prioritize the work and eliminate tasks that are not adding value.

Tip 7: Leverage email tools

Devise an automated tracking system for outstanding emailed items.

Tip 8: Turn off that email alert!

Stop multitasking! Proactively plan and execute on your day. This pesky alert is distracting and can cause you to lose your focus on tasks at hand.

Tip 9: The executive assistant: your life preserver

Drowning in work? Divide responsibilities, communicate, set up a clear structure and watch your assistant pull you to shore.

Tip 10: Delegate effectively

Delegate one task at a time, be clear on a goal, pursue your path, and define follow-up procedures.

Overall, remember this: Every time you say YES to something, you are saying NO to something else. Make sure that each "yes" has maximum impact on your business goals!

Carson Tate is Workplace Productivity Expert and Managing Partner of Working Simply, a management consultancy whose mission is to bring productivity with passion back to the workplace.