Session Overview

Session Outcomes:

During the one-day seminar, participants will:

- Contrast and reflect on various models and philosophies to optimize the utilization of time;
- Understand and implement the fundamental principles of L5 Time Management;
- Develop strategies to create and sustain a culture of discipline in the organization;
- Examine the impact of executive leadership;
- Shift from self-management to Synergy at Work!
- Create and sustain a positive work environment;
- Implement at least ten *Efficiency Systems* to improve office operations;
- Experience less stress and improve productivity at work.

Rules for Understanding:

- Listen for potential
- Think Implementation
- Understand the three types of truth: Relative, Subjective, and Universal
- Have an honest conversation with yourself regarding beliefs and skills
- Take good notes to develop a Personal Coaching Plan
- Honor everyone’s time!
Session 1

Level 5 Time Management: *Clearing the Plate for Effective Leadership*

Discussion Topics

1.1 Understanding the Level 5 Philosophy (Video)

1.2 Management by Design: Eliminating the “Enemies” of Efficiency

*Management by Design* is the beginning of an efficiency philosophy that will create the conditions for the executive to manage interruptions, paperwork, staff issues, electronic communication, and any other static that may interfere with execution of primary functions and responsibilities.

1.3 Job Definition

“Most executives are not very clear on the primary functions of their position.” — Goldsmith, 2007
1.4 The Functions of Highly Effective Leaders

Efficiency

Effectiveness

Influence

1.5 Creating a Positive Work Environment

“Executives must understand and respond to the conditions that create a motivational work environment.” D. Pink
1.6 Aligning Workstation with the Executive’s Primary Function

The office space is like a car; it can be a constant source of stress that goes unnoticed. D. Allen

1.7 Practical Applications
### Level 5 Time Management: Clearing the Plate for Effective Leadership

#### Personal Coaching Plan

<table>
<thead>
<tr>
<th>Concept</th>
<th>Action</th>
<th>Support</th>
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<tbody>
<tr>
<td>Example: Positive work environment</td>
<td>Will be more deliberate in recognizing employees.</td>
<td>Need sample letters of commendation</td>
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Bibliography


