



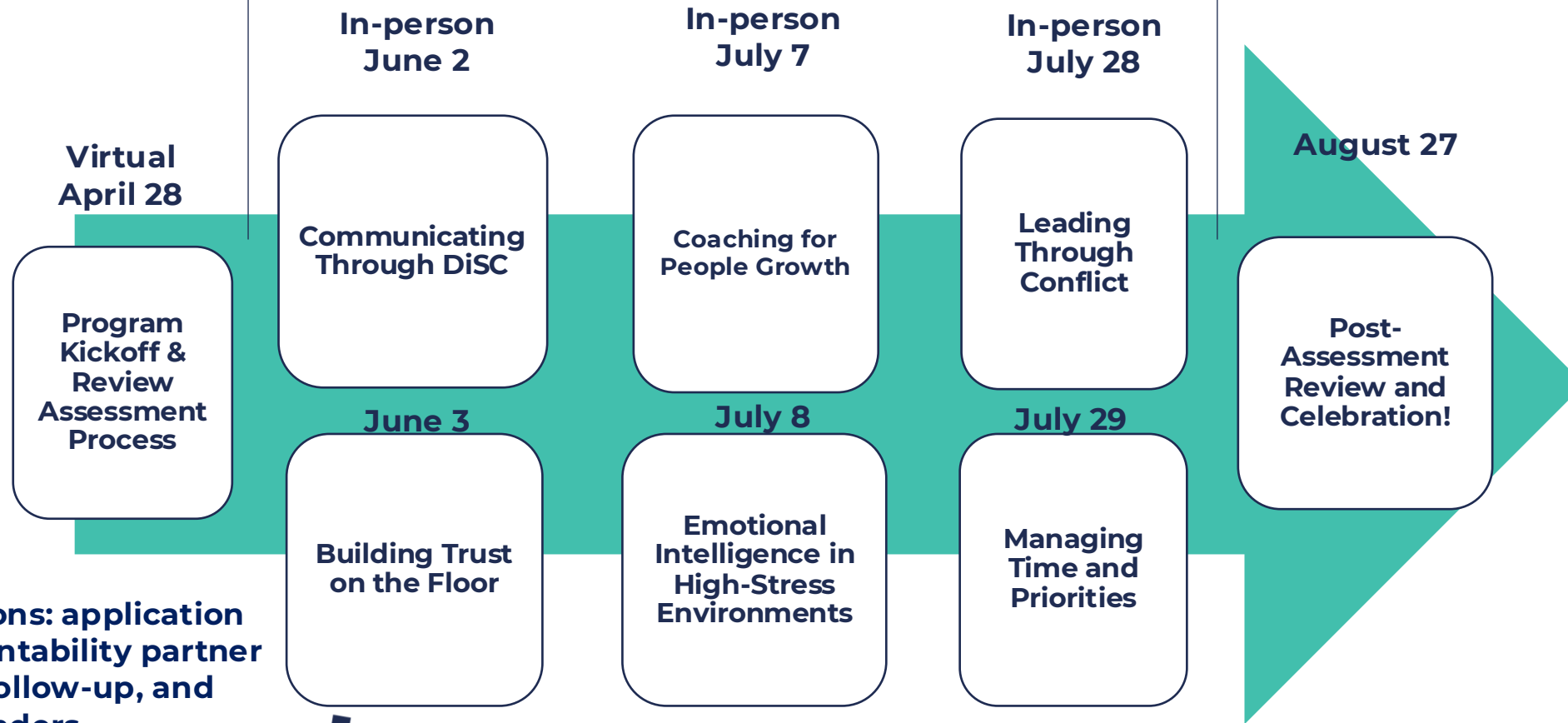
Priority and Time Management

Floor-Leadership Essentials: Growth Experience

All sessions will be 10 am – 12 pm

Pre-Self Assessment & DISC

Post-Self Assessment



Between Sessions: application exercises, accountability partner connection, follow-up, and reminders



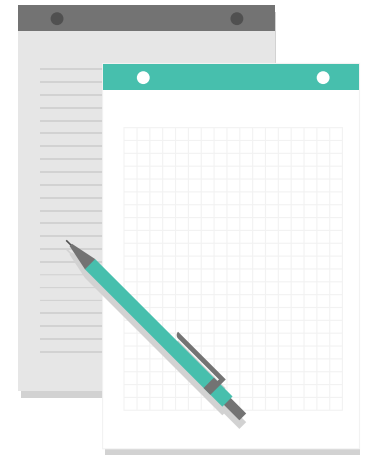




**I DON'T PAY YOU TO GET
EVERYTHING DONE...**

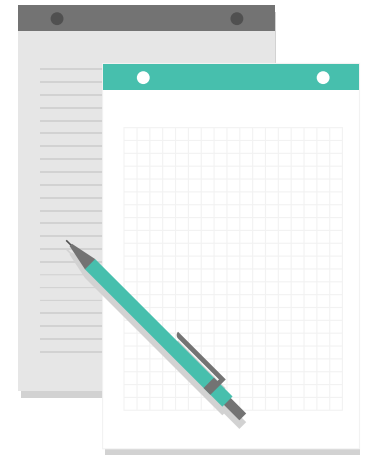
**I PAY YOU TO GET THE MOST
IMPORTANT THINGS DONE!**

MAKE A LIST OF YOUR CURRENT PRIORITIES



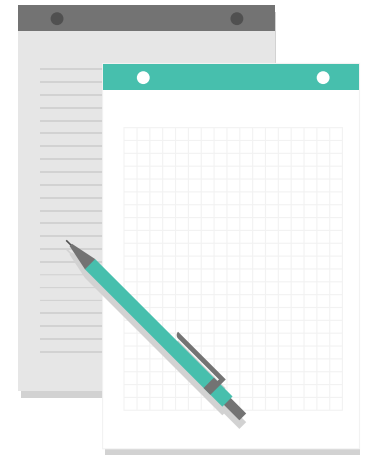


DECIDE



DECIDE

From the Latin word *decipher*,
which means to CUT OFF.



KEEP VS CUT



Keep List...

- Conversation
- Compensation
- Conversion

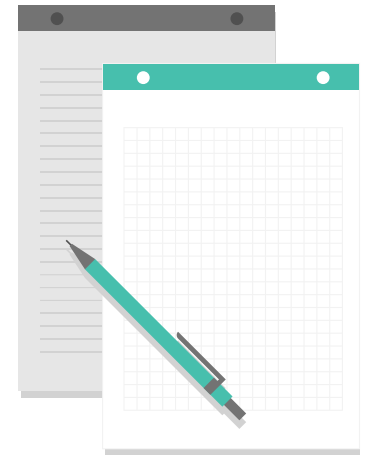


Cut List...

- Automate
- Delegate
- Eliminate

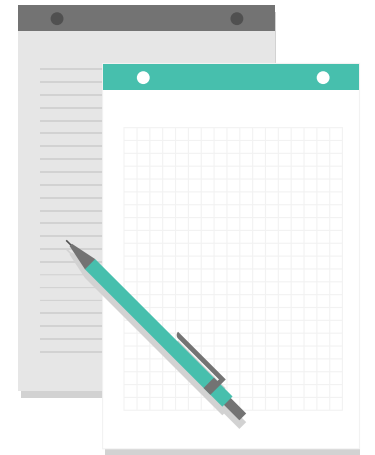
AUTOMATE

“What tasks can I fully or partially automate?”



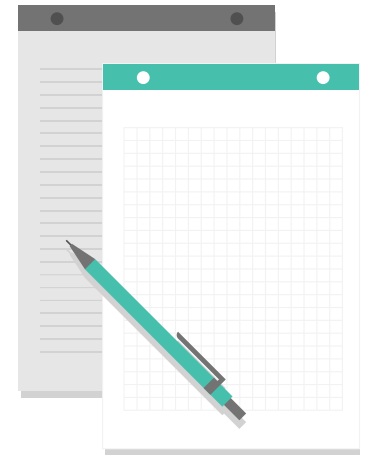
DELEGATE

“Who can I help further their growth and development?”



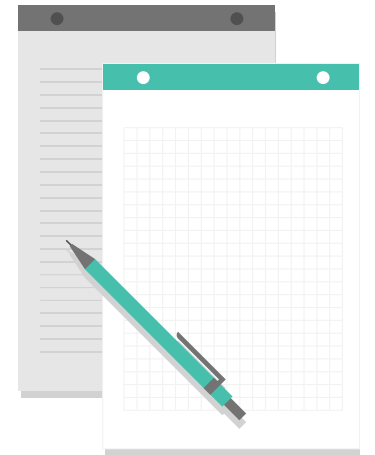


Don't just delegate task,
delegate decisions.



ELIMINATE

**“What can I add to my
stop-doing list?”**



How to Handle Interruptions

Clarify

Coach

Cancel

The Tools

Start with your goals

Identify the gaps

Look for integration

Questions?

