

## Program Description

Productivity/Time Management

### Managing Time at The Mountaintop

In this powerful and impactful presentation, Jeff Davis shares the skills and strategies needed to successfully master the use of your time. Taken from Jeff's experiences as a working professional, a graduate student, a consultant, a project manager, and a business owner, he simplifies the complexities of daily work life in this thoughtful, easy-to-understand program.

Key areas covered include:

- Learning to simplify activities, tasks, and obligations
- Streamlining work tasks, improving productivity, and reducing stress
- Strategies to make extra time in your day
- Clarifying your work goals and taking the next steps to making an impact on your organization
- Tricks to effective organizing that will reduce clutter
- Techniques to stay energized, joyful, focused, and motivated to complete major tasks
- How to achieve more in one week than most people achieve in a month or year

Jeff believes that the lack of focus in today's workplace comes from a pervasive lack of understanding about the strategies of time management. These time-tested and proven principles will help increase workplace productivity and improve employee morale. In this program, he discusses ways in which you can implement these tips in your organization immediately. Jeff will teach members to become experts in managing their time.

**Value to Participants:** Members will walk away with a level of focus that will improve their work lives. They will know how to clarify the direction of their daily tasks and get on top of their work. They will also learn how to turn these strategies into habits (as long as they choose to apply what they learn). Further, they will understand and be able to use practical tips and techniques to stay energized, determined, and happy during some of the most challenging work situations. With less stress and more free time, members will begin to take steps forward in making meaningful contributions to their organization.

**Biography:** Jeff Davis, Professional Speaker, Author, and Master Strategist – is Chairman and CEO of Jeff Davis International, based in Newtown, Connecticut. Jeff lives by example, having completed a 2-year Master's degree program at Johns Hopkins University in one year, the fastest person to complete the degree in the history of the school. He did this while working, traveling, writing a book, and finding a publisher. Jeff always has taken a lot on at once and he teaches how to successfully manage an extremely demanding schedule. He still effectively deals with a number of priorities, including work, speaking engagements, family, clubs, organizations, goals, and travel while staying actively involved in his community. Through his programs Jeff helps members to achieve their work goals. Jeff is always learning more, having read countless articles and books on time management and actively growing every single day.