

Helene Segura Program: Prevent Drowning: Plug Your Time Leaks

Description:

Losing time to interruptions is frustrating – and costly. Whether your interruptions occur from desk drop-bys, instant messaging, pestering phone calls or non-stop emails, they can prevent you from checking off items on your to-do list. Discover how to curb these interruptions and get more done during the day!

Take-aways:

- Identify the five most common interruptions in your workspace
- Examine the solutions to implement for each of these
- Launch prevention techniques
- Gain back time from responding instead of reacting