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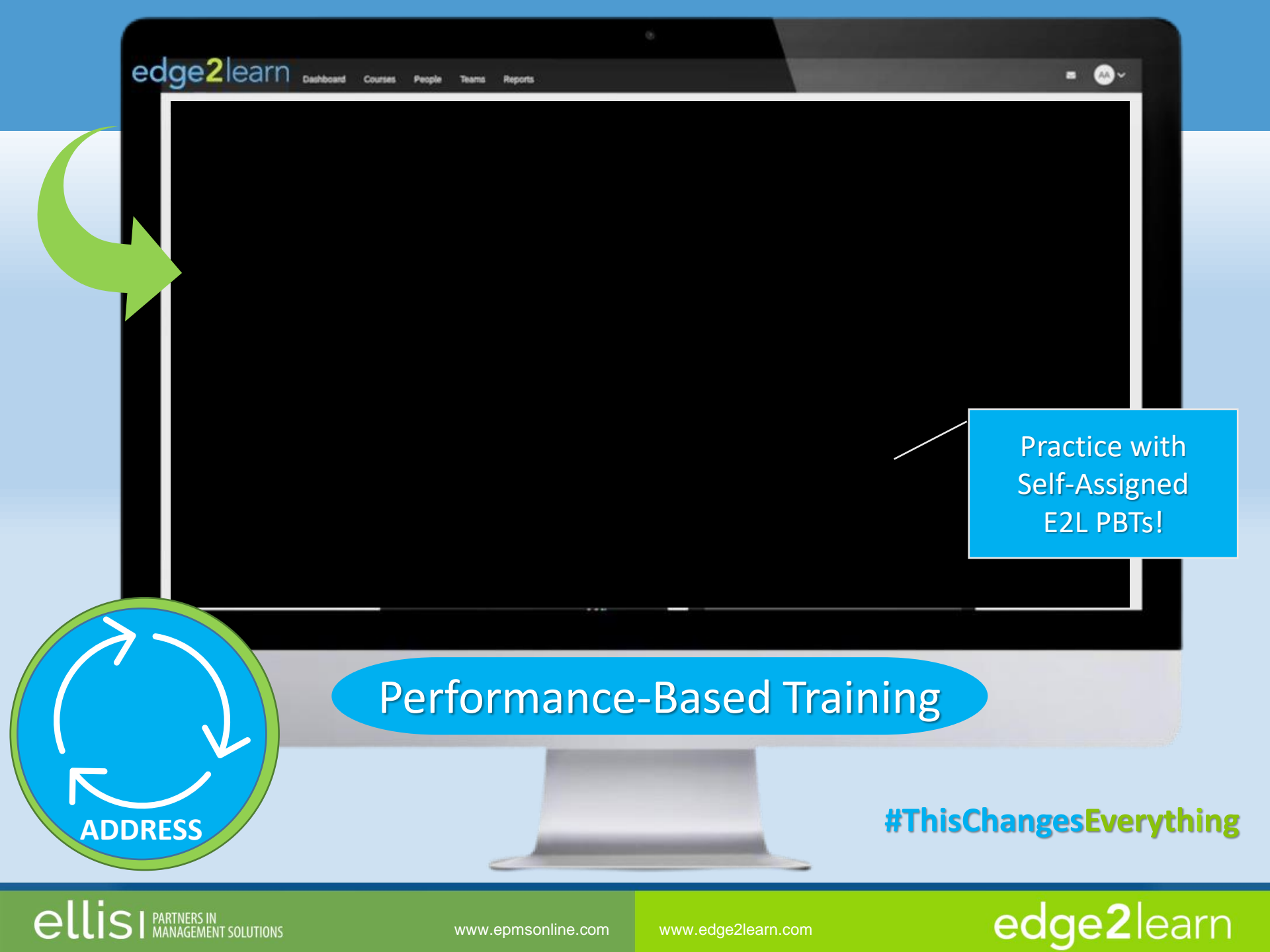
10 Secrets of the Most Productive Executives

WELCOME!



Your Webinar Today is Presented by Ellis, Partners and Edge2Learn





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Performance-Based Training

ADDRESS

#ThisChangesEverything

Thank you for joining us today!

Want to learn more?



Pam Pederson

Director of Engagement and Communications
Edge2Learn

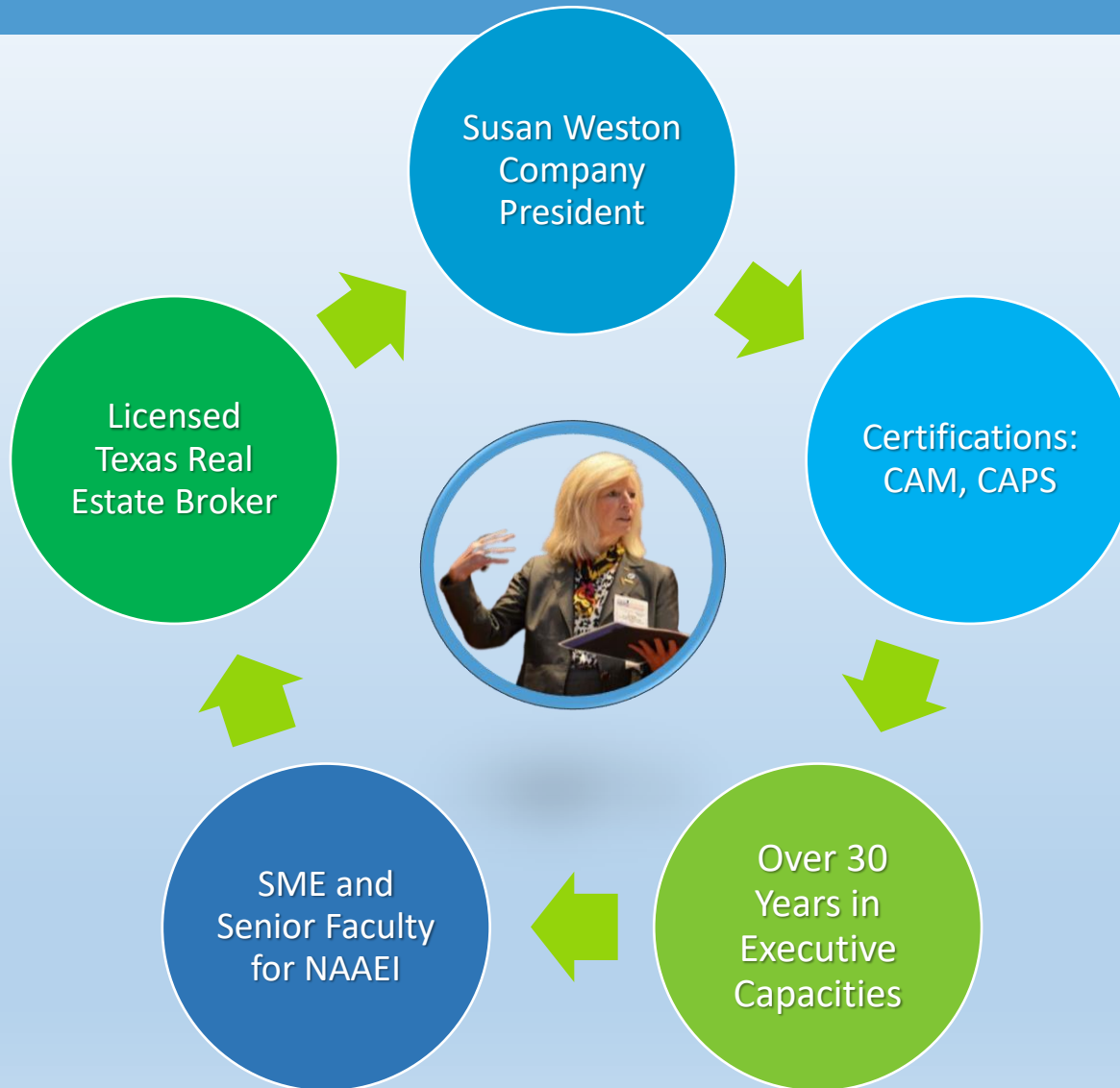
ppederson@edge2learn.com | (317) 881-8511



Today's Presentation!



Meet Your Speaker: Susan Weston





**KEEP
CALM
AND
BE
PRODUCTIVE**

10 Secrets of the Most Productive Executives

PLUS BEST PRACTICES for Meetings,
Email and To Do Lists



1. “You Gotta Manage the Time.”

Diplo, DJ and Music Producer



2. “I Know What Needs to be Done”

Kirsten Gillibrand, U.S. Senator and Author



3. “We Fight a Lot”

**Glynn Washington, Host and Co-creator
of NPR’s ‘Snap Judgment’**



4. “In the Last few hours, I did
300 or 400 Emails”

John Legere, President and CEO, T-Mobile.



5. “I Carve out Time for Myself.”

Bobbi Brown, Chief Creative Officer, Bobbi Brown Cosmetics, Editor in Chief, Yahoo Beauty



6. “The Walk I Take in the Evenings is Like Prayer.”

Hamdi Ulukaya, Founder, Chobani



7. “If its Not on the Agenda, We
Don’t Talk about It.”

Adora Cheung, CEO, Homejoy



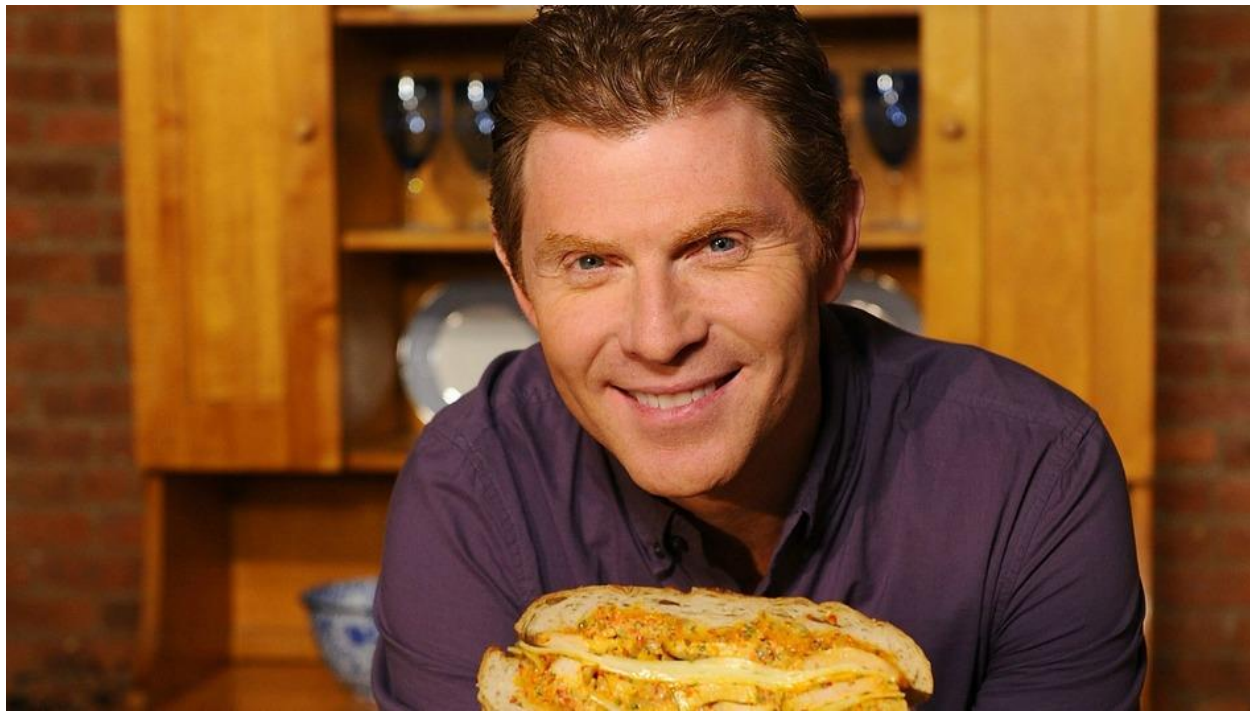
8. “Get Rid of the Unimportant.”

**Gary Friedman, Chairman/CEO,
Restoration Hardware**



9. “I do my Zumba Exercises during the Case.”

Velma Scantlebury, MD, Asst Chief of Transplant Surgery, Christian Care Health System



10. I Make Lists.”

**Bobby Flay, Chef, restaurateur star of
Food Network**



How to Make Meetings Better

► Remove Chairs or Meet in the Hall

- Researchers have proven that attendees at meetings where they stand are
 - More engaged
 - Less territorial about their ideas
 - Generated more creative results

► Set up a Shared Drive folder to solicit ideas BEFORE



How to Make Meetings Faster

Ask attendees **BEFORE** what they will need to be fully engaged

- ▶ Someone wants information?
- ▶ Someone looking for an approval?
- ▶ Someone needs to leave early?

Clear out the Noise in everyone's Brain!

Schedule for 45 minutes, not an hour



How to Make Meetings More Fun

Make them Voluntary!

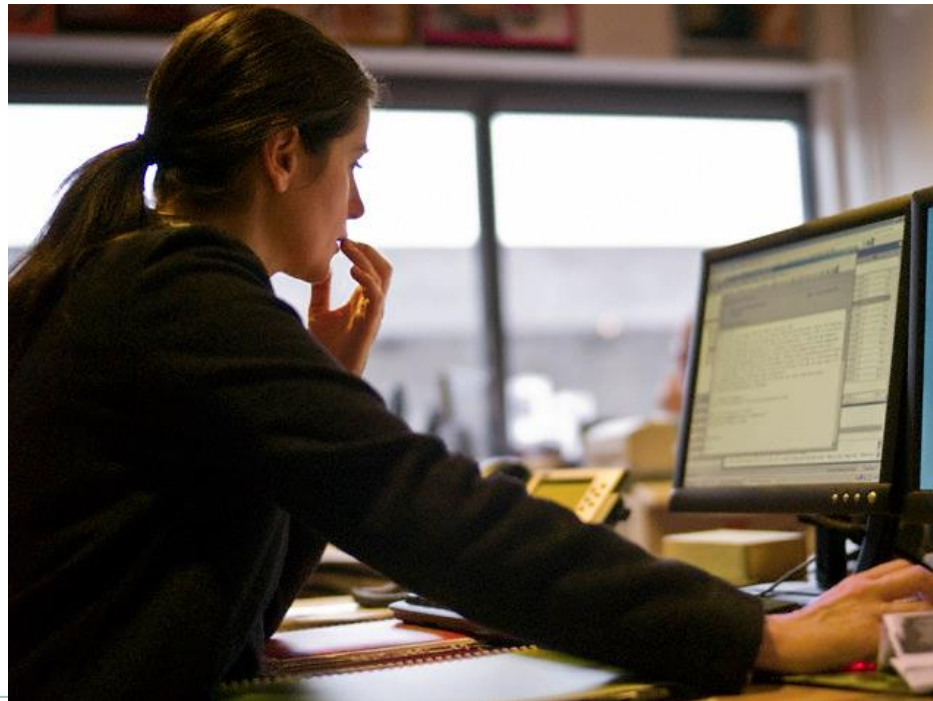
Let them get so important and meaningful that people want to come!

People who want to contribute – will!!



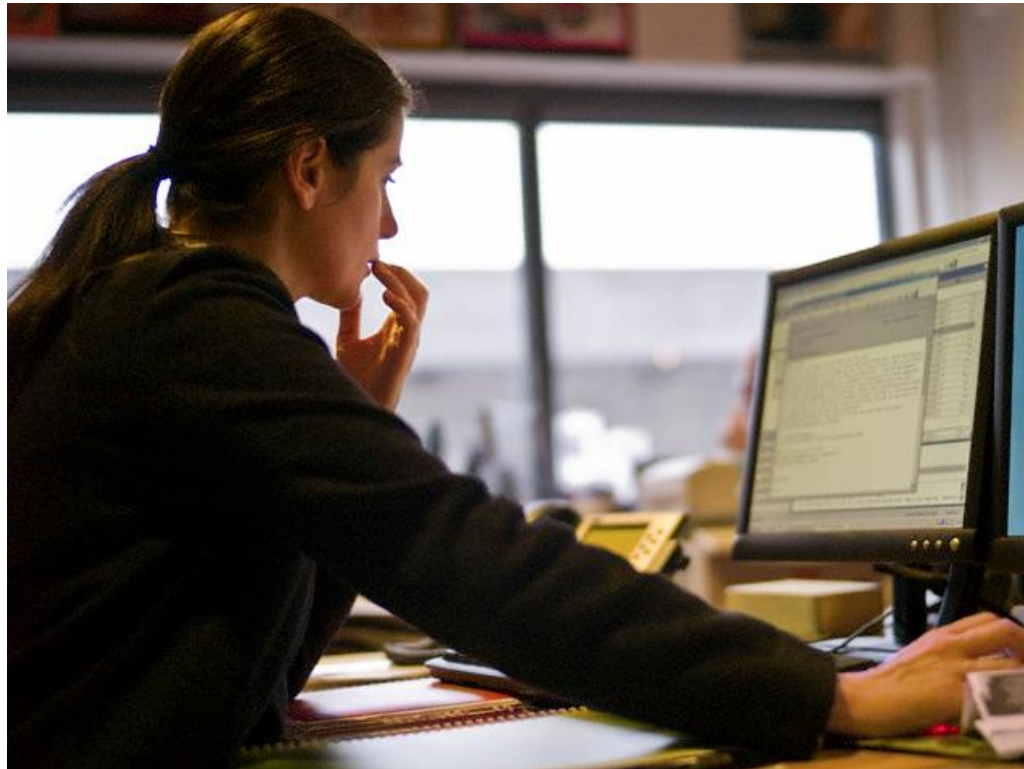
How to Make E-Mail Better

- ▶ Don't open email until you are ready to deal with it right away.
 - ▶ Don't camp out at your inbox!
 - ▶ Respond, archive, delete or turn them into tasks



How to Make E-Mail Faster

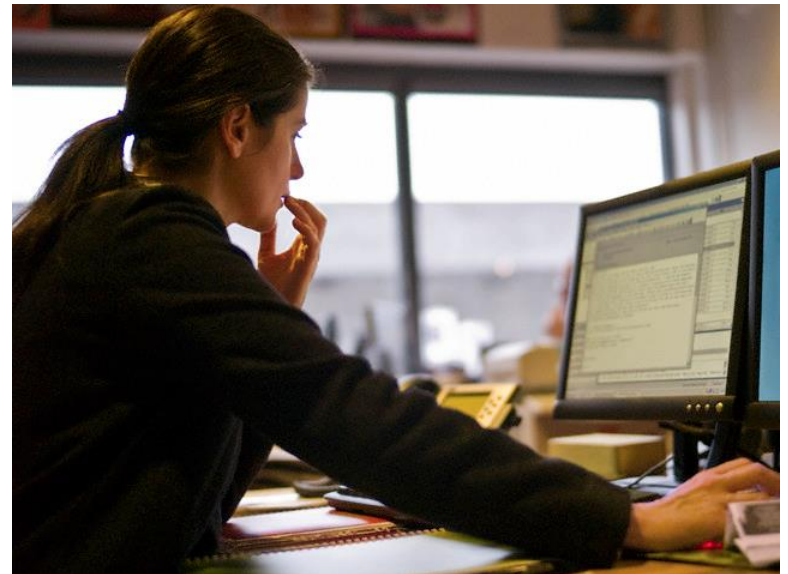
- ▶ Draft prefab replies to common emails you receive.
 - ▶ Save them as Signatures in your Email Client
 - ▶ You'll save minutes or hours!



How to Make E-Mail More Fun

Signed up for a newsletter or alert that you thought was interesting?

- ▶ When they mix in with important emails from customers or employees, you might not really enjoy them
- ▶ Create a filter that searches for “unsubscribe” and then put them in a separate folder.
- ▶ Read them when you’re ready!



How to Make To-Do Lists Better

- ▶ Use the To-Do list as an intake document, not a working tool.
- ▶ Make a list of what you need to get done and assign it a time on your calendar
- ▶ Then run your day from your calendar – not your list!



How to Make To-Do Lists Faster

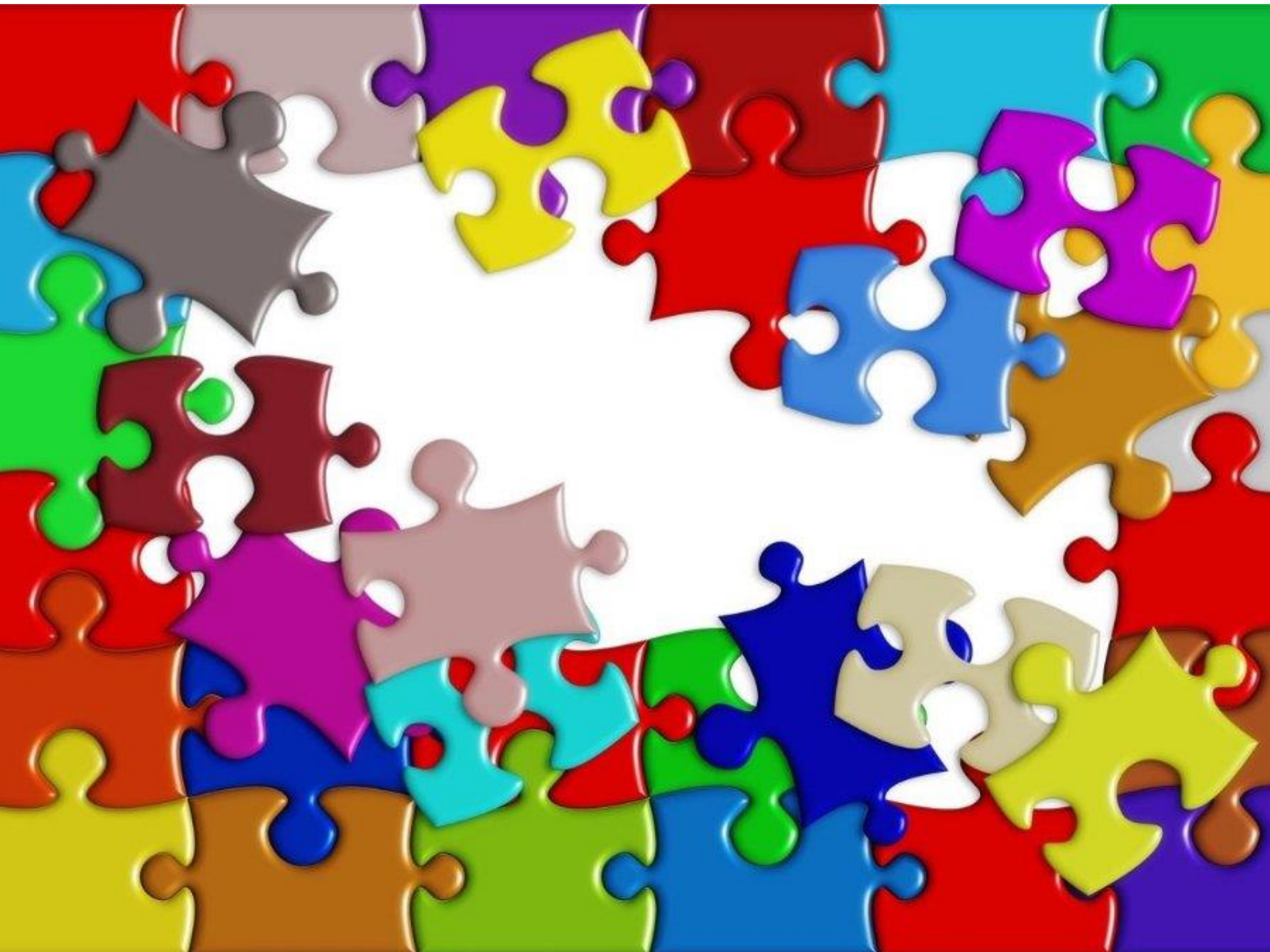
- ▶ Use a To-Do app to record errands and shopping
- ▶ Get a reminder when you are near that location. Try Checkmark 2, Remember the Milk or Apple Reminders
- ▶ Don't drive by!



How to Make To-Do Lists More Fun

- ▶ Manage your list around your energy level.
- ▶ When tired, pick tasks that don't require much effort
- ▶ Save energy-necessary tasks for when you have it!
- ▶ You'll engage better!







Me


Be the best “Me” you can Be!
Thank you!

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Our Next Webinar!

Fair Housing Keeping Compliant During COVID-19

October 22, 2020
1:00pm – 1:30 pm CST

Register:
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Presented by Wesley Aleshire

Save the Date!

K.I.S.S

Pass Your Shop AND Get the Lease!

October 29, 2020

1:00pm – 1:30 pm CST

Register:

edge2learn.com

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Presented by Rachelle Ellington



Questions?

From All of Us at Ellis and Edge2Learn

