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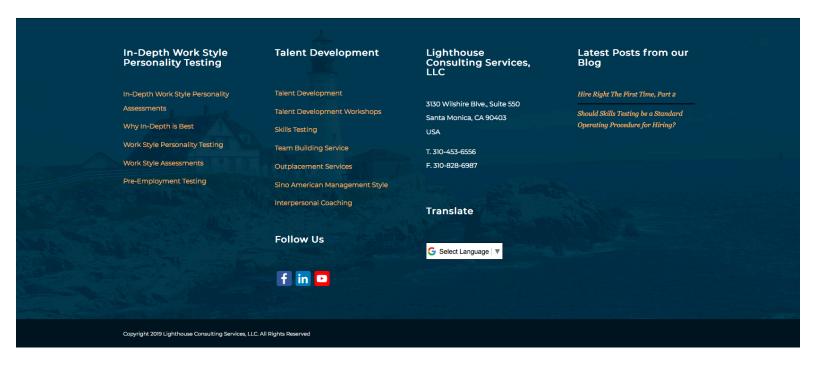
#### The Organized Executive

Presented by Lighthouse Consulting Services, LLC











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#### 'A' Players

Competent [Talent/Ability]

Motivated [Positive Energy & Attitude]

Organized [High Quality On-Time Delivery]

Featured Guest:
Bruce Breier
BHB Consulting
Services

Dana Borowka, MA
CEO, Lighthouse
Consulting Services, LLC

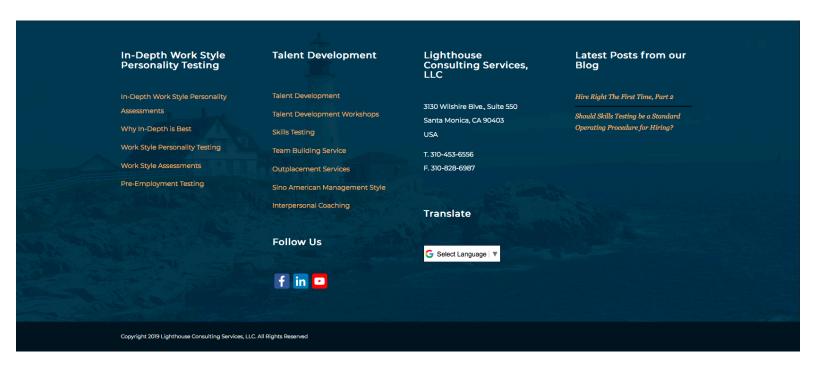
Author of Cracking The Personality Code

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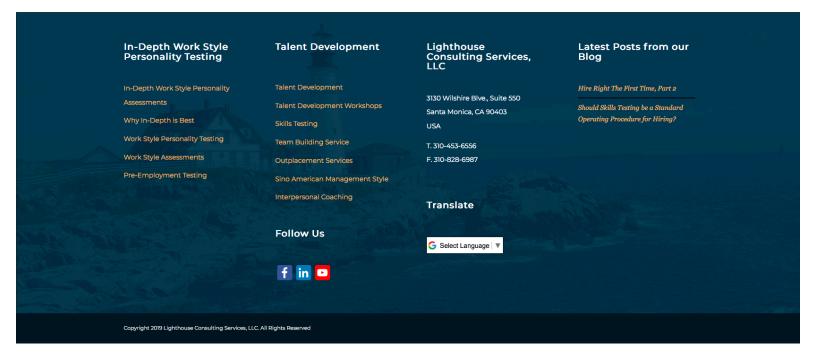
## **Busy People**

Featured Guest: Bruce Breier

CEO, Lighthouse Consulting Services, LLC Author of Cracking The Personality Code (310) 453-6556, ext. 403

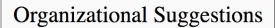
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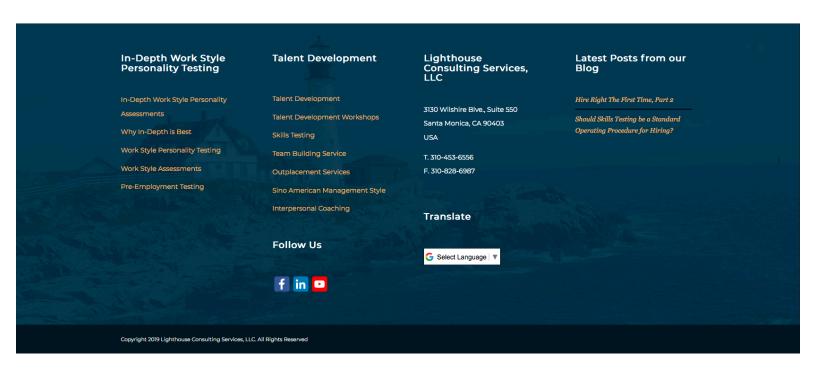


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#### **Success Description**

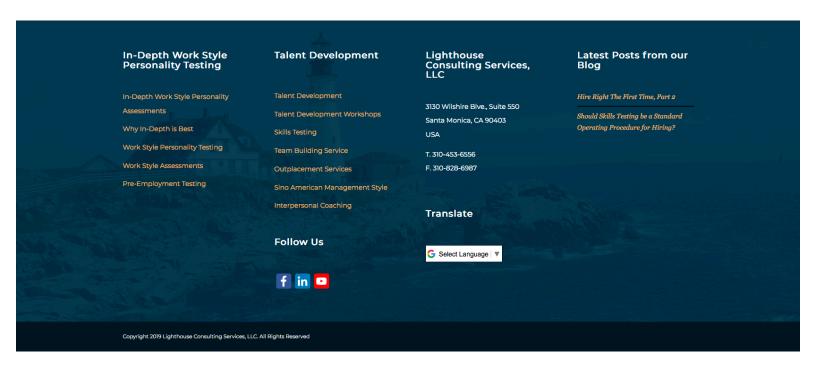
One-Page Position Plan **Priority Goals** Organizational Strategy Metrics Monthly Reviews





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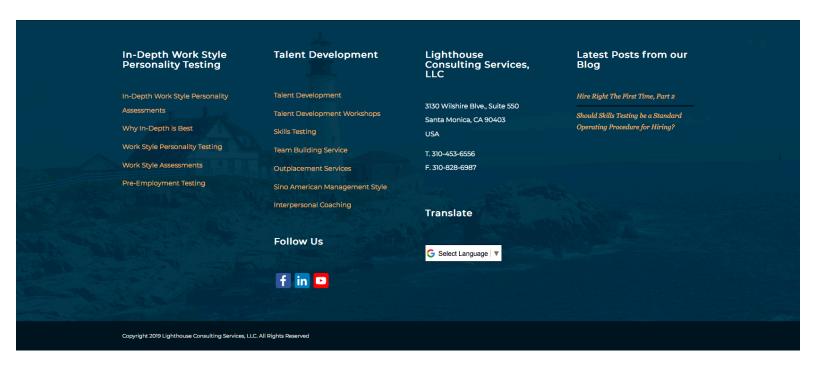
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## **Monthly Review**

How did you do last month? How are you doing year-to-date? What changes in your plan are needed? What are your commitments for next month?









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#### **Task Management System**

Digital or Paper-Based? Fully Populated Due Dates or Deadlines Chronologically Sorted

Featured Guest: Bruce Breier BHB Consulting

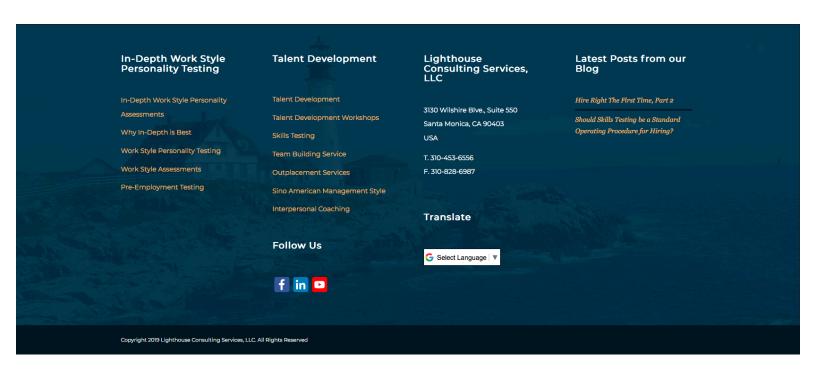
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## **Workday Bookends**

Morning Start-Up [Ready for the Day]

Daily Wrap-Up [Closure on the Day] Featured Guest: Bruce Breier BHB Consulting

ana Borowka, MA CEO, Lighthouse

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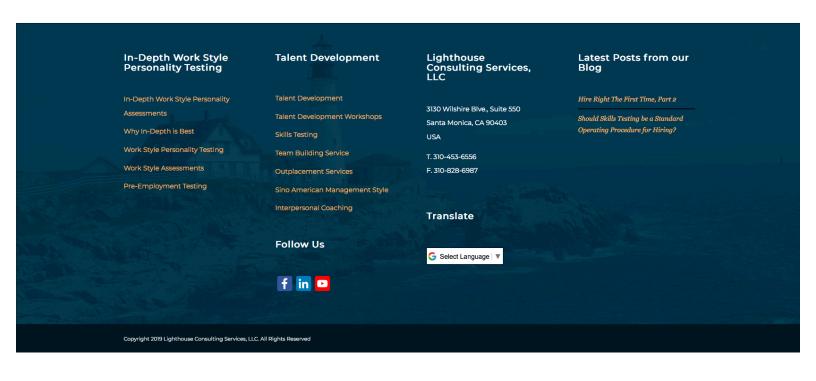
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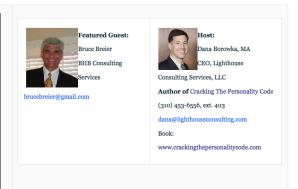




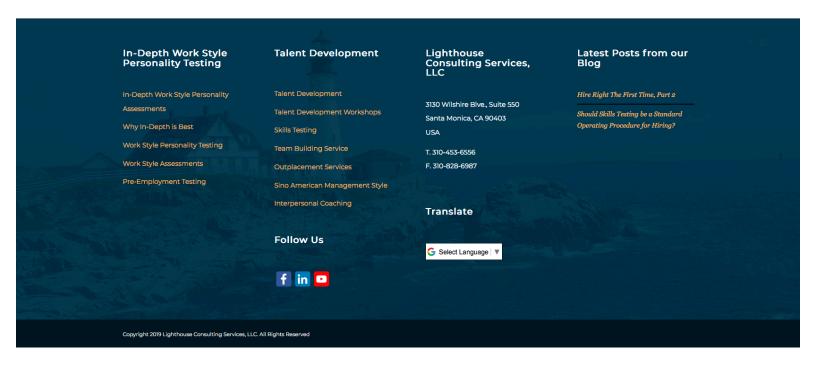
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## **Weekly Planning**

Recurring Appointment Realistic Task List Calendar Setup **Meeting Preparations** Schedule Priority Work Time (PWT) Lead-Time Delegation





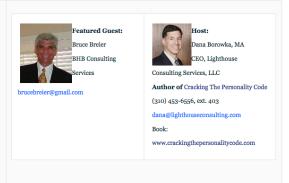




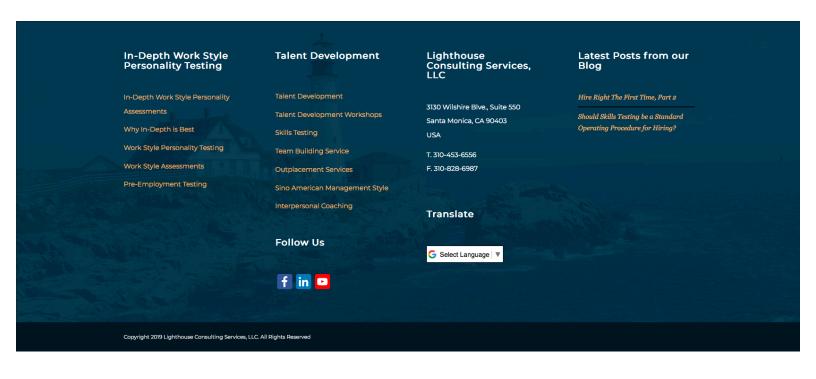
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#### **PWT**

1-2 Hours of Daily Privacy
Recurring or Floating Schedule
Predetermine Tasks to be Done
Close the Door/Visual Aid
Silence Notifications
Focus & Concentration









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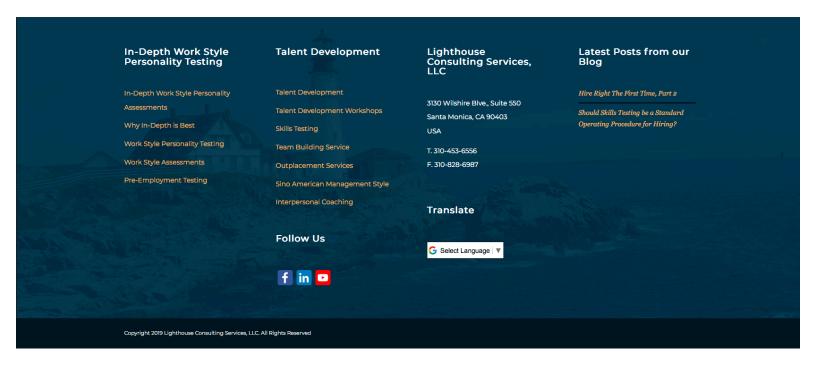
## **Diagnosed Interruption**

# Is this really important right now?











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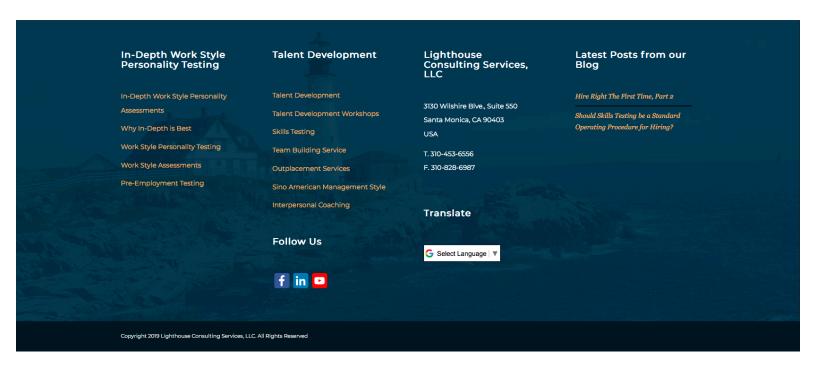
## **Acutely Clear Delegation**

Email, See, Call, Text, Hold? No Dumping Rule What? When? Proofread!!!











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Bruce Breier

BHB Consulting

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#### **Group Meeting Protocol**

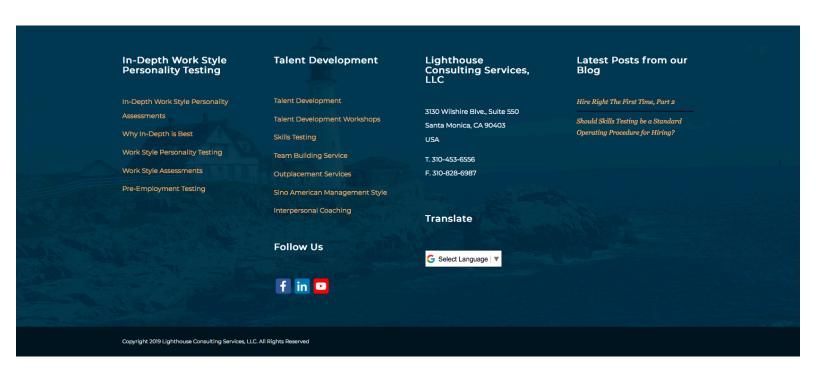
Organized Agendas Post the Meeting Cost (\$\$\$) Start/Stop On-Time **Active Participation Excellent Note-Taking** Meeting Wrap-Up

Host: Dana Borowka, MA CEO, Lighthouse Consulting Services, LLC Author of Cracking The Personality Code (310) 453-6556, ext. 403

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#### **Active-Only Emails**

Inbox Emails Needing a Reply

Sent Items Emails Waiting for a Reply Bruce Breier BHB Consulting

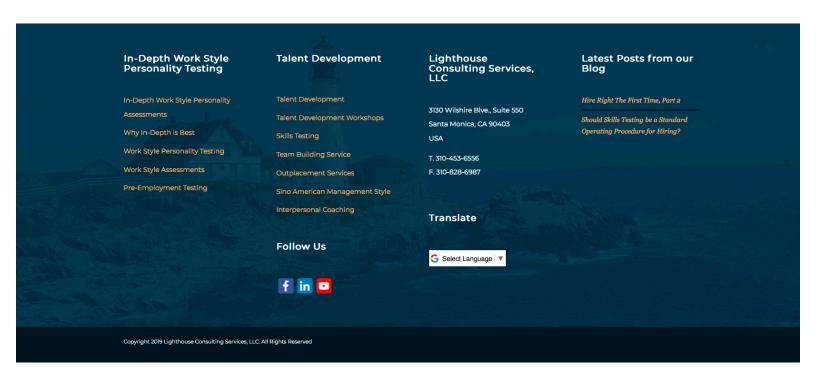
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## **One-to-One Briefings**

Updates & Progress Reports Non-Crucial Questions, Problems Acutely Clear Delegation Other Items Featured Guest:
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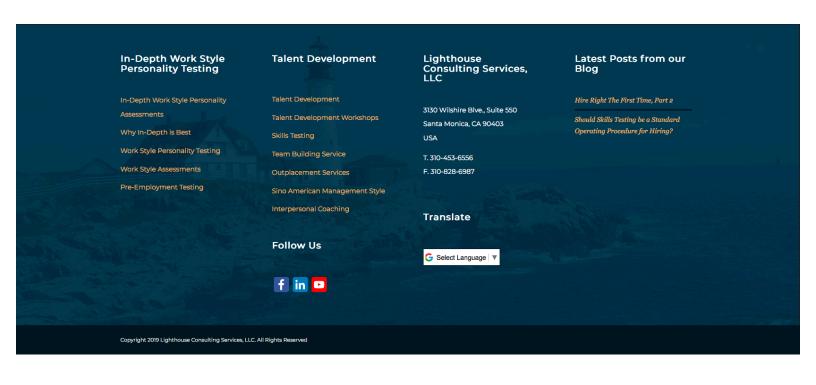
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#### **Uncluttered Environment**

Purge/Delete File/Archive/Store Commitment to Maintain **Daily Activity** 

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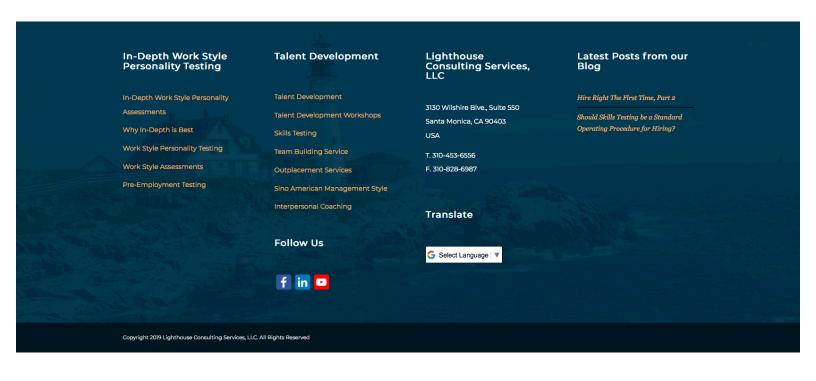
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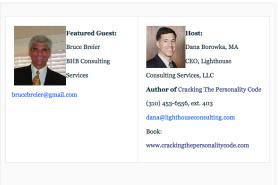




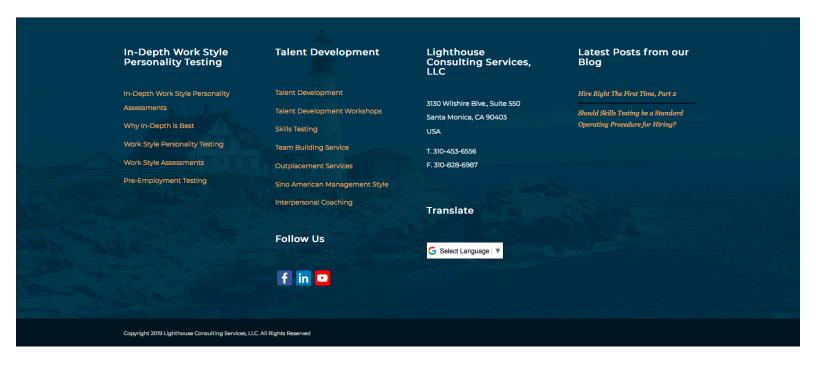


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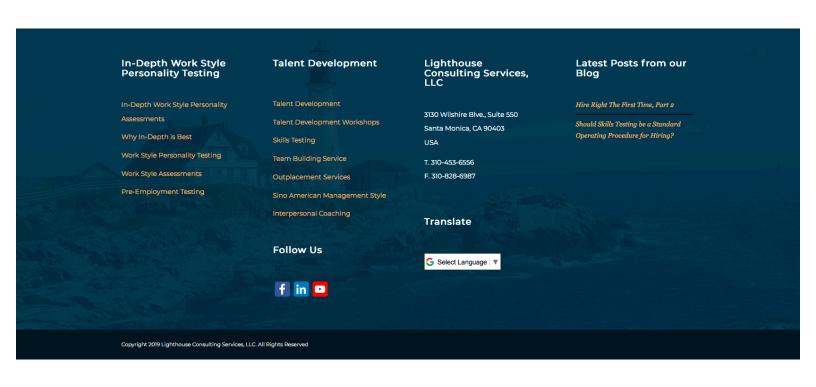
#### **Summary of Suggestions**

Collaborative Success Descriptions
Task Management System
Daily & Weekly Planning
Priority Work Time (PWT)
Diagnosed Interruptions

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## **Summary of Suggestions**

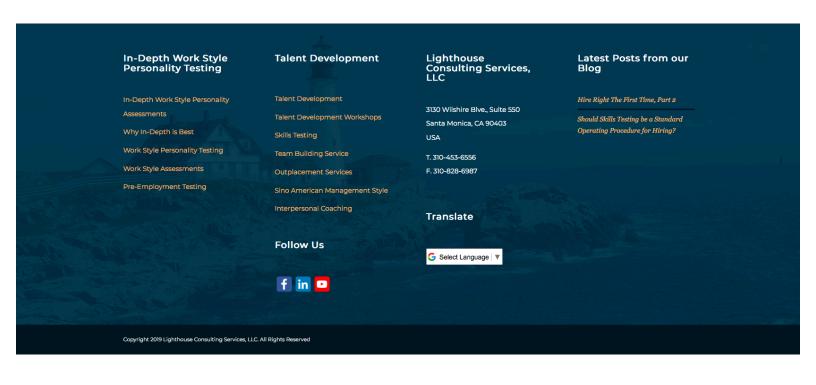
**Acutely Clear Delegation Efficient Group Meetings** Active-Only Email System One-to-One Briefings **Uncluttered Environments** 





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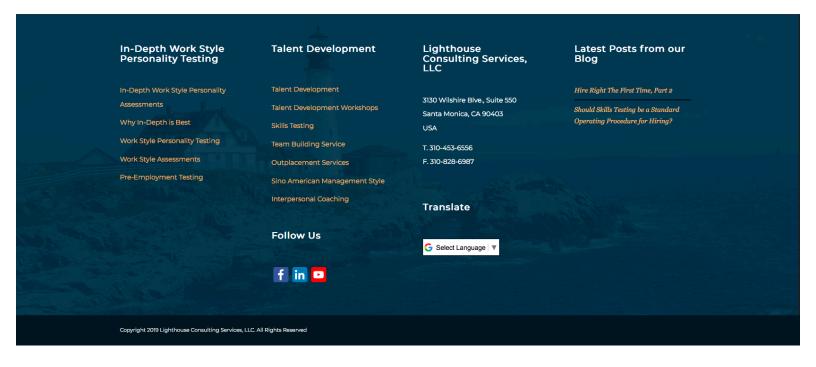
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## **Behavior Guidelines**

Featured Guest: Bruce Breier BHB Consulting ebreier@gmail.com



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## **Organizational Behavior Guidelines**

Organizational Task Force (OTF) Define the Statements Launch to All Pertinent Staff **Provide Training** Regular Tracking for Adherence



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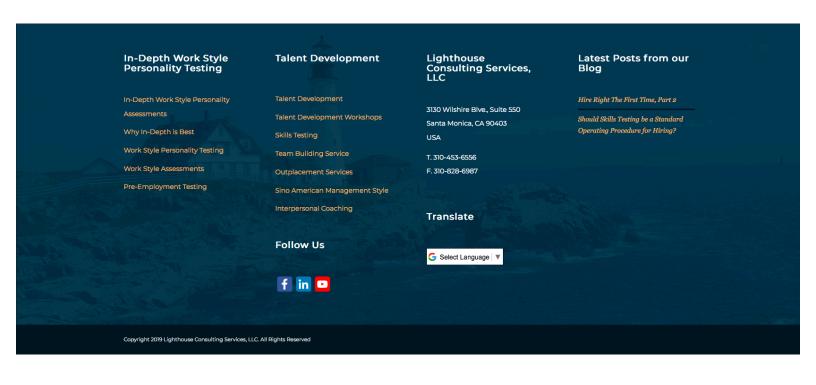
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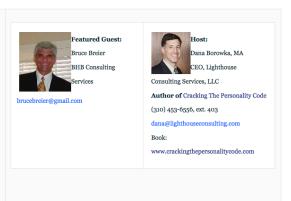
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## 'A' Players

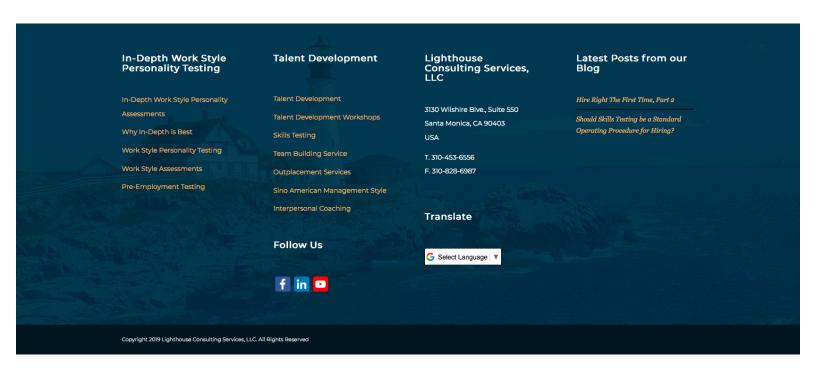
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## 'A' Players are Organized **Executives!**

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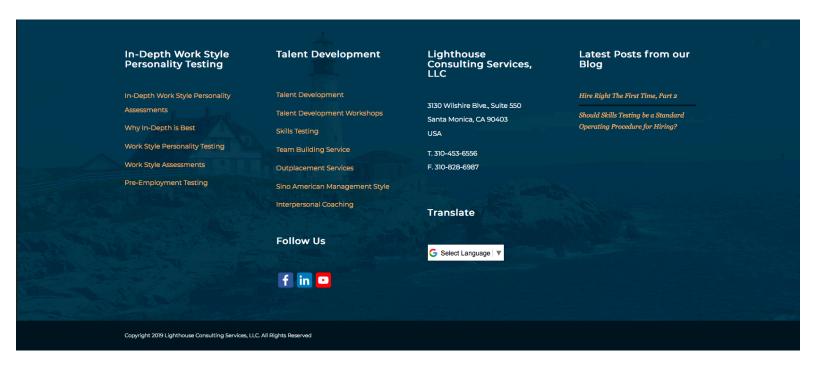
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