Guest,

Welcome to:

The Organized Executive

Presented by
Lighthouse Consulting Services, LLC
'A' Players

Competent
[Talent/Ability]

Motivated
[Positive Energy & Attitude]

Organized
[High Quality On-Time Delivery]

Featured Guest:
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In-Depth Work Style Personality Testing

- In-Depth Work Style Personality Assessments
- Why In-Depth is Best
- Work Style Personality Testing
- Work Style Assessments
- Pre-Employment Testing

Talent Development

- Talent Development
- Talent Development Workshops
- Skills Testing
- Team Building Service
- Outplacement Services
- Sino American Management Style
- Interpersonal Coaching

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Hire Right The First Time, Part 2

Should Skills Testing be a Standard Operating Procedure for Hiring?

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Busy People

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Organizational Suggestions

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Success Description

One-Page Position Plan
Priority Goals
Organizational Strategy Metrics
Monthly Reviews
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?
Workday Bookends
Morning Start-Up
[Ready for the Day]
Daily Wrap-Up
[Closure on the Day]
Weekly Planning

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

Featured Guest:
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Acutely Clear Delegation

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

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

Inbox
Emails Needing a Reply

Sent Items
Emails Waiting for a Reply
One-to-One Briefings

Updates & Progress Reports
Non-Crucial Questions, Problems
Acutely Clear Delegation
Other Items
Uncluttered Environment

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

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Questions?

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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
Behavior Guidelines
Organizational Behavior Guidelines

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

Competent
[Talent/Ability]

Motivated
[Positive Energy & Attitude]

Organized
[High Quality On-Time Delivery]

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'A' Players are Organized Executives!

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Thank you for attending
The Organized Executive

Click Here to contact our Featured Guest.

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