

# 2018 BLOCH EXECUTIVE SERIES

## Time and Energy Management: *Breaking Down Barriers to Personal Effectiveness*

Thursday, September 13 | 9AM – 4PM

### What You Will Learn

“Not enough time” is often cited by team members as the single greatest inhibitor to higher performance in the workplace. The mantra of “doing more with less” can be a persistent drain on energy and a barrier to personal life balance. Time and Energy Management focuses on providing relevant tools to help participants more effectively manage time and energy related to their core responsibilities, work projects, and personal endeavors. Together, we go beyond the paradigm of managing the finite resource of time and explore the idea of combining time and the renewable resource of energy to improve overall effectiveness and reduce stress. In a world seemingly driven by multi-tasking, we’ll introduce some of the latest research intersecting science and leadership to help optimize our brains “in a hyperconnected, multitasking world.”

Through group exercises and interactive dialogue, participants will tender real life examples to the scrutiny of applying time, energy and attention to the high demands in today’s workplace. Following a personal energy assessment, participants will determine areas of focus for change and explore tools to more effectively manage personal energy resources.

### Key Topics

- Barriers to effectively managing time in today’s work environments
- Survey: Are you heading for a personal energy crisis?
- “Brainchain” research: Optimizing our brains in a hyperconnected world
- Synching time and energy for personal and professional effectiveness

### Who Should Attend

Leaders and managers at all levels challenged by “not enough time and energy” to meet the professional and personal responsibilities important to them. Team leaders at all levels looking for new tools for mentees and team members to enhance planning, execution, decision making, and overall team and personal development.

### About the Instructor



**Donna Byers** is an executive coach with more than 25 years of experience as a senior corporate leader, small business owner, and independent consultant. Her experience includes a broad background in business development, retail and consumer services, financial services, executive coaching and business consulting. Clients include CEOs, senior leaders, and executive and middle management teams with for-profit and not-for-profit organizations. Donna received her Bachelor in Business from Ottawa University and certificates of completion from the Advanced Executive

Management Program, University of California, Berkeley and the Human Resources Strategic Management Program, Harvard University.

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