

Meeting Killer 1:1

Part of the We Can Get Things Done Program



For

For Senior Leadership (who have a Chief of Staff or Executive Assistant)

Need

Just regular one-on-one's can easily consume 65% of your workday, emails another 35%. Actual work gets moved to nights and weekends. Freeing even 20% of your capacity can dramatically improve your productivity, energy level and wellbeing.

Approach

- Interviews with both the executive and their Chief of Staff (CoS) to identify priorities key and impediments to using time effectively
- Identify and classify all events according to the purpose they serve, the amount of time they consume, and the value they bring. Validate this against actual priorities.
- Together with the executive and the CoS, identify meetings to eliminate and do fewer of in the future, and create alignment around how to use time moving forward.

Benefits

You can probably free up 8 to 15 hours per week for more valuable work; better energy and motivation; higher productivity from your colleagues and staff.

Your Commitment

- 1 hour preparation.
- ½ day session with your Chief of Staff
- ½-day working session (optionally with your Chief of Staff)

Prerequisites


- None


Next Steps

- Personal Coaching / Private Retreat
- Membership in Executive Mastermind
- Meeting Killer Departmental Workshop
- Leadership Development with Personal Agility

Getting started

Contact Peter Stevens for a free consultation!

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Peter B. Stevens

Executive Coach, Speaker, Scrum Trainer.
Creator of The Personal Agility System™

What I Do

Executives come to me when their corporate initiatives are stuck. I work with all levels of the organization to get un-stuck and achieve objectives faster than they ever thought possible!

Services I Provide

Executive Agility

Impulse Events, Keynote Speeches, Discovering Agility; Leadership Development; Executive Coaching; Private Retreat; Mastermind (Intra and Intercompany).

Workshops / Training

Optimize for Speed; Align and Decide; “Too Many Meetings”; Scrum; Product Ownership; Entrepreneurship; Agile Leadership with Personal Agility

Assessments

Talent Retention; Waste, Friction, and Inefficiency/Raise Your EBIT; Agile Bootstrap/Reboot; Meeting Killer; Scrum Know-How

Services

Interim Leadership Role (Chief Agility Officer); Executive / Transition Team Scrum Master



“Agility means hope”

Getting started

Contact me for a free consultation!

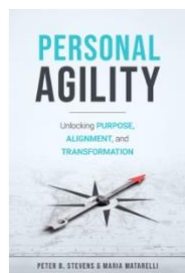
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Books



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