TIME MANAGEMENT AND ACCOUNTABILITY

Days only have 24 hours but to-do lists are getting longer and longer—how does one keep up and complete all of their tasks?

In today's dynamic work environment, productivity is not simply about getting more done—it's about doing what matters most with clarity, efficiency, and purpose. Each professional approaches work with different styles, habits, and strengths; therefore, productivity isn't one-size-fits-all—it's about finding the tools and strategies that work best for each individual.

This interactive program blends personal productivity principles with Lean thinking processes and tools to help participants streamline their workflow, manage their energy & focus, and reduce inefficiencies that can lead to burnout. Participants will explore how to differentiate between being busy and being productive, maintain healthy boundaries with technology and colleagues, and cultivate accountability that drives consistent follow-through and goal achievement.

By developing both the mindset and systems needed for sustainable productivity, professionals will leave equipped to focus on meaningful contributions—both individually and as part of a team.



Audience:
Professionals at all levels in any industry who want to discover better methods of managing their time and learn ways to hold colleagues and themselves accountable.

Duration:
This program consists of one full-day, in-person session.

Participants will walk away with these skills:

- Differentiating between being busy, being productive, and making meaningful contributions by focusing on the most important—not just urgent—work.
- Managing time, energy, and attention using customizable productivity strategies and Lean thinking tools.
- Leveraging AI and digital tools to enhance efficiency, effectiveness, communication and prioritization.
- Maintaining healthy boundaries with technology and in workplace relationships to protect focus and well-being.
- Building accountability practices that create momentum, ownership, and follow-through across teams and individuals.

Cost: $725 General Registration
Select Discounts Available
0.6 CEUs will be issued for this program

(513) 745-1094 | xlc@xavier.edu | www.xavierleadershipcenter.com

60 XAVIER LEADERSHIP CENTER