

Education Program

Time Management in an Age of Turbulence

Introductory | 1.34 CM Point/ 0.8 CEU/COC Point

Sunday | 8:00 a.m.–5:00 p.m.

Value added: Participants will receive a copy of instructor Jeff Davidson's book *Breathing Space*.

Outcomes: Upon completion, the participant will be able to

- Handle information overload in an IH environment while remaining alert and responsive
- Develop methods to work with stringent demands, tight deadlines, and insufficient OEHS budgets and staff resources
- Manage multiple OEHS and IH priorities effectively
- Generate energy from accomplishments large and small
- Identify methods for minimizing disruptions and interruptions
- Discuss how to accomplish more — all day, every day

Outline

- Introduction: Change Is Inevitable, Except from a Vending Machine
 - Root Causes of the Time Pressure
 - What Fills Your Days and Why?
 - Staying Alert to Hazards and Being Responsive to Workers' Needs
- Greater Control of Each Day: If It's to Be, It's Up to Me
 - Embracing and Combining Management Goals with OEHS Goals
 - Doing More with Less — The Expanding Role of IH's
 - Getting It All Done Effectively
- Empowering Those Around You Through Good OEHS Practices
 - Keeping Your Plate Relatively Clean
 - The Power in Completions Big and Small
 - More Energy from Each Accomplishment
 - Conditioning Your Environment
 - Maintaining a Keener Focus
- But I'm Already Dancing as Fast as I Can
 - Gaining a Frequent Sense of Breathing Space
 - Relaxing at High Speed
 - Choices That Lead to Mastery
 - Conclusion

Course description: The IH profession has experienced changes that preclude returning to simpler times, when life and work moved at an even keel.

Change is here to stay; outsourcing and downsizing are the new norm. IH consultants face dwindling contract work opportunities, while corporate IH's face too much work. Potential worker injuries and exposures are as common as before but now have even greater impact due to workforce cutbacks. The nature of our times dictates that OEHS professionals be more fluid and open to new procedures and systems for workplace efficiency and effectiveness.

Discover how to manage and address changes in life and in the IH profession, while handling information and communication overload, addressing multiple priorities, and achieving personal and professional balance.

Instructor: Jeff Davidson, a Work-Life Balance Expert®, is a leading authority on managing information overload and on systems for professional and personal accomplishment.

Davidson has been featured and quoted in the *New York Times*, *USA Today*, the *Washington Post*, the *Los Angeles Times*, and *Men's Health*. He has been a guest on *Nightwatch* with Charlie Rose, CNBC's *The Real Story*, *Working Woman* with Kathleen Matthews, WTOP News Radio, the Australian Broadcasting Company, and the British Broadcasting Corporation. His books include *Breathing Space*, *The 60 Second Self-Starter*, *The 60 Second Innovator*, and *The Joy of Simple Living*.

