

Multi-tasking Madness

E-mailing, instant messaging, PDA's and smart phones have all led to a hectic work environment in which employees are frequently multi-tasking. The downside, of course, is that employees are working on more projects and tasks than they can effectively handle. A report from the University of London found that when employees are constantly multi-tasking, their IQ's fall by 10 points.

In our "Multi-tasking and Juggling Multiple Priorities" workshop, we offer the following strategies:

1. Prioritize your projects and tasks
2. Carve out blocks of time to work on one or two high priority projects each day
3. Manage your stress levels, since it's even more difficult to multi-task when you are stressed
4. If possible, schedule designated times when you will check and respond to e-mail rather than checking it too often
5. Recognize your personal time style; if you are a morning person, try to do more multi-tasking at that time

LD's Vice President, Barbara Phillips, who has facilitated several "Multi-tasking and Juggling Multiple Priorities" workshops recently, commented that "with a little more thought given to how we multi-task, most employees can become more productive and less stressed."

Building Leaders at Every Level

Progressive organizations recognize the importance of succession planning and building a pipeline of future leaders. These organizations identify their high potential employees and often groom them for future leadership positions. Some organizations provide mentors for these high potential employees, further preparing them for future assignments. In LD's popular "Building Leaders at Every Level" workshop, participants learn skills that assist them in becoming future leaders of their organizations.



Meet Wilbur Pike

Wilbur Pike joins Learning Dynamics with over 30 years in corporate management/training and development, combined with entrepreneurial & publishing experiences around transition issues in Industrial & Organizational Development.

Wilbur has spent over 10 years in the area of training in the insurance industry, and has published a book – Leading the Transition - as well as various articles on effective transitioning to team-based decision making, training, and customer service. Wilbur has made it his business to support a "real world" approach to employee development through effective training design, delivery, consulting and management.

Wilbur holds a B.S. in Secondary Education from Southern Connecticut State University and a Master's degree in Organizational/Industrial Psychology from the University of New Haven.

Read Any Good Books Lately?

The Learning Dynamics consultants recommend Time to Think: Listening to Ignite the Human Mind by Nancy Kline. The power of effective listening is recognized as the essential tool of good management. Whether you want to have more productive meetings, solve business problems or build stronger relationships, this book offers you a new world of possibilities.

Learning Dynamics Tidbits

Calvin Morgan led a session of Common Decency® for a utility client...Gary Steele presented "Leading Yourself and Others through Turbulent Times" for a non-profit client...Barbara Phillips facilitated "Essentials of Project Management" for a medical devices company...Kira Copperman presented "Managing a Multi-Generational Workforce" for a software client's Human Resources executive team...Wilbur Pike presented a webinar on designing e-learning programs for a utility client...LD's workplace violence prevention program "Safe and Sound" is now available in an e-learning format.