
Productivity Crash Course:
*Team Time Management Strategies
for Studio Managers*



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Communication

Guiding Questions:

How do you want to cultivate independent thinkers and self-motivated team members?

What are ideas for setting clear expectations?

What are different forms of praise/positive reinforcement you can use?

What are different approaches you can use for providing feedback?

If there is conflict, what approaches can you use to resolve it? Bonus: How can it be prevented in the future?

What discipline options are available to you in OTF? What are the pros and cons of each?

Onboarding

Guiding Questions:

What is the end result you want from onboarding a new team member?

How will you communicate this expectation to them?

What steps will you take to help them achieve that end result? (this includes how much of your time you'll invest in them)

How will you check for learning of key objectives / skills / processes?

What steps will you follow if initial learning is not successful?

Delegation

Guiding Questions:

How will you choose what to delegate and to whom?

Which style of delegation do you prefer? Why?

What language should you utilize or not utilize during your delegation approach?

What are ideas for setting expectations?

How will you support them?

Additional Notes

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Time Management Strategies for Studio Leaders**

A-ha's and Actions

Habits or tactics I will continue to implement:

Habits or tactics I will put an end to:

Habits or tactics I will now implement: