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## LEAD MORE BY DOING LESS

*Keynote: 45-60 minutes / Workshop: 90 minutes with activities*

Have you ever agreed to a project that was outside your capacity or boundaries, simply because you didn't want to disappoint someone? Do you feel like you walk around with the weight of the world on your shoulders, teetering on the edge of burnout, because you're afraid to say no or striving to prove your worth?

It's tempting to believe the myth that "doing all the things" will help us achieve our goals and be better leaders. However, Harvard Business Review published that women get 44 percent more requests at work to volunteer for "nonpromotable" tasks. Nonpromotable tasks are those that benefit the organization but likely don't contribute to someone's performance evaluation and career advancement. In addition, taking on this unpaid work often keeps women labeled as "unstrategic." More is not always better, in fact, it leads to burnout and resentment.

It's time for women to level up their leadership, not by doing more, but by doing **L.E.S.S.** This session teaches simple tools to help you cut the **l**imiting beliefs that keep you saying yes when you want to say no, how to **e**xpress your expectations, **s**et boundaries and **s**hift your identity from doer to leader. You'll learn simple strategies to clean up your calendar, delegate effectively and create a healthier work/life rhythm.

After this session, participants will be able to:

- Recognize the four common beliefs that keep them overcommitting, saying yes when they want to say no
- Clearly communicate expectations to others and their team that results in successful outcomes
- Shift their identity from doer to leader, so they can level up their leadership skills, improve their results and stop overworking
- Use a simple three step framework to establish priorities, clean up their calendar, and lead more by doing less
- Apply the L.E.S.S. framework to improve their leadership skills, develop their team and reclaim their time for more strategic pursuits