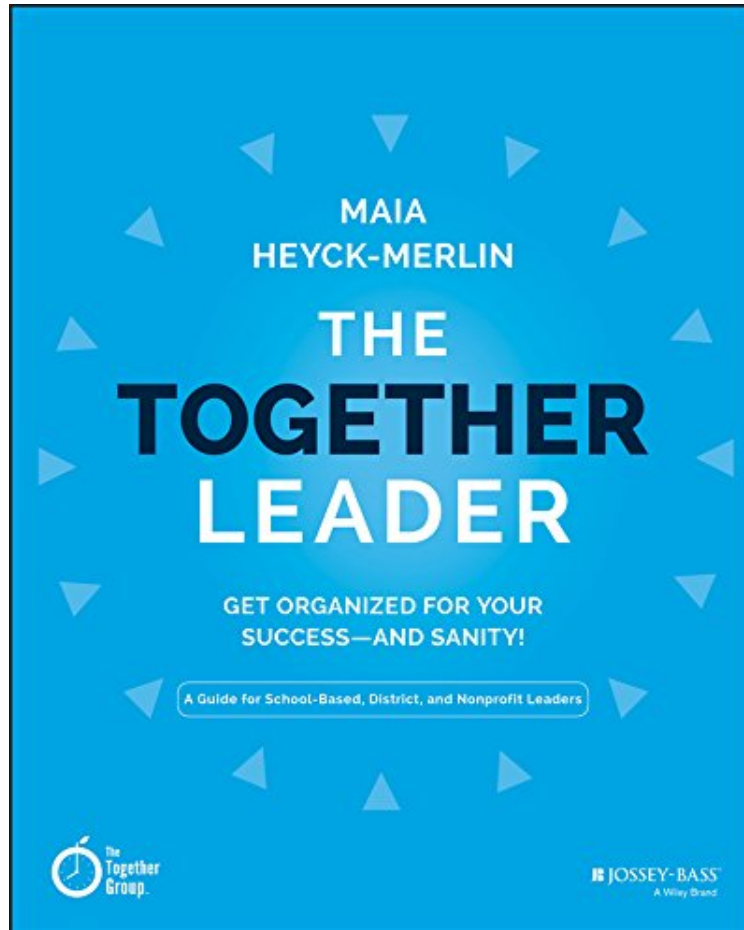


(Download) The Together Leader: Get Organized for Your Success - and Sanity!

## The Together Leader: Get Organized for Your Success - and Sanity!

Maia Heyck-Merlin

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**Maia Heyck-Merlin : The Together Leader: Get Organized for Your Success - and Sanity!** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Together Leader: Get Organized for Your Success - and Sanity!:

0 of 0 people found the following review helpful. I have seen the power and impact of Maia's work ...By CustomerI have seen the power and impact of Maia's work on leaders and educators for more than eight years now. She consistently manages to provide incredibly clear guidelines for what is needed and the "why" behind it, while understanding and respecting each person's need to find the format and tweaks that will work for them to ensure that it sticks. In the Together Leader, she does it once again with a book that has the potential to transform the way leaders drive themselves and their organizations. She has worked with an incredible diversity of contexts and organizations to make them not only successful, but enables them to be able to sustain this work for the long term!0 of 0 people found the following review helpful. Maia lays out a comprehensive vision for the different systems needed to feel like you are in control of your workflowBy Laura E ClancyToo many books about personal organization don't get enough into the nitty gritty - especially for those of us who are very concrete thinkers. Through case studies, downloadable

templates, and battle tested ideas, Maia lays out a comprehensive vision for the different systems needed to feel like you are in control of your workflow. You can treat this book as somewhat a la carte, picking and choosing what is going to work best for you. 0 of 0 people found the following review helpful. I'll be a more effective leader! By Sara Maia does it again with another clear and comprehensive overview of how to organize oneself for maximum effectiveness. I was overwhelmed by all the good ideas in her book--but that's why I need her book! I look forward to going back through the book a second time as a staff book club to soak everything. I have no doubt that I will be a more effective leader because of her insights and advice. Thank you!

Streamline your workflow and bring your vision to life The Together Leader is a practical handbook for the busy mission-driven leader. With an emphasis on time management, the book provides all of the tools, templates, and checklists necessary for leaders to stay organized and keep on top their responsibilities. Maia Heyck-Merlin describes step-by-step a set of habits and systems that help leaders to keep everything running smoothly and, most importantly, achieve their mission-driven goals. By learning how to plan for the predictable, leaders can face the unexpected head-on, going off-plan while keeping their eye on the objective. Education leaders will learn how to prioritize quickly and efficiently, and gain access to hands-on tools that take the turbulence out of their days, allowing them to truly become a Together Leader. Mission-driven leaders are often required to multi-task; it's part of the job. This book gives leaders the tools and information they need to streamline their workflow, to take the day one task at a time without sacrificing productivity. The book includes lessons on how to: Prioritize effectively and work efficiently Get organized and stay prepared no matter what Manage time, staff, and resources Develop the habits of an effective leader A leader's time is valuable, as is that of their staff. There's no room for waste. The Together Leader prepares leaders to truly lead their teams, with the tools and strategies that make real, effective mission-driven leadership possible.

From the Back Cover THE FOOLPROOF GUIDE FOR MANAGING TIME THE TOGETHER WAY! The Together Leader is a groundbreaking guide for any leader who needs to better manage their time, their energy, their work, their meetings, their project plans, and their staff. Maia Heyck-Merlin—bestselling author of The Together Teacher—defines the winning time-management habits and offers an array of proven tools and systems for running your everyday work so you can deal with the unexpected when it inevitably arises. This much-needed resource is more than a simple time-management manual. It contains clear instructions for understanding the "Together" time management method in the context of your role as a leader and shows how to set priorities that make sense for you and your team. The Together Leader is written for mission-driven leaders in settings such as a school, a district, or a nonprofit. As a dedicated leader you care deeply about your work and its impact. Maia Heyck-Merlin reveals the steps to take to make strategic decisions, plan carefully, and execute smoothly in order to meet your objectives. No matter what your leadership role—director of professional development for a school district, fundraiser for a food bank, or chief financial officer of a housing organization—The Together Leader offers a rigorous and systematic approach to how you get your work done. With Together habits, mind-sets, and tools in hand your outcomes will have more consistent and positive results. "Maia tells it like it is—leading a school or team requires a level of 'togetherness' and 'with-it-ness' that is just never taught. Her approach has helped hundreds of our team members—they will help you as well." —Dave Levin, cofounder, KIPP: Knowledge is Power Program "The Together Leader has helped me maximize my time as a leader. Not only do I have more time dedicated to supporting my team, I've developed the systems necessary to think both short and long term, review critical plans with care, and make better decisions on behalf of my students." —Jennifer Cheatham, superintendent of schools, Madison Metropolitan School District "Mission-driven leaders: buy this book before your employees buy it for you! The Together Leader gives me the habits and tools I need to be the focused, present, and productive leader my team deserves." —Will Gardner, founder and executive director, Alma del Mar Charter School About the Author MAIA HEYCK-MERLIN is the founder and CEO of The Together Group, a training and consulting practice focused on training school, district, and nonprofit leaders on topics such as time management, prioritization, organization, and efficiency. She is also the author of The Together Teacher.