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

*Maia Heyck-Merlin*

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

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**The Together Leader: Get Organized for Your Success - and Sanity!** Maia Heyck-Merlin
**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.

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