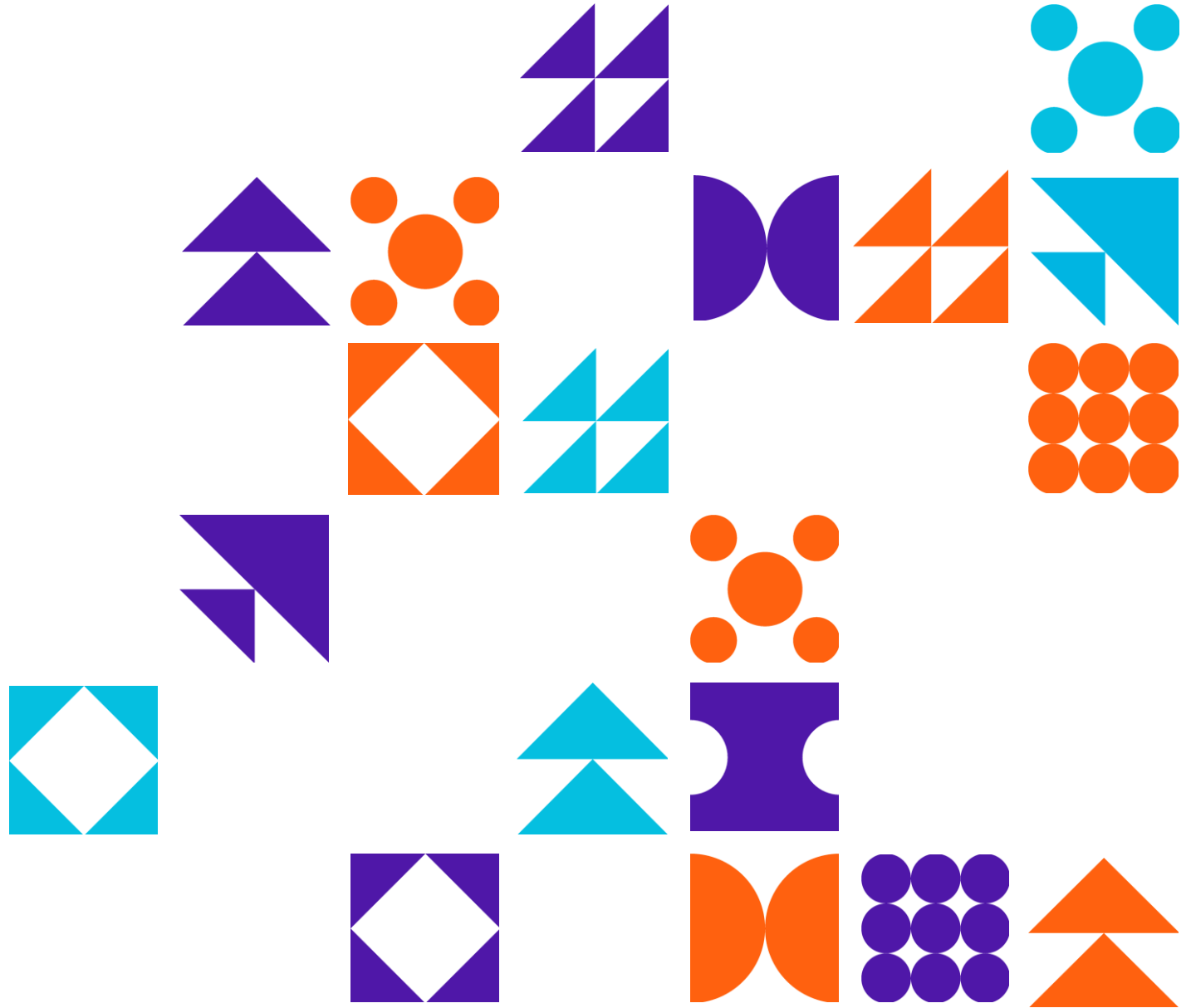


THE POWER in YOU to LEAD

Katherine Ajk

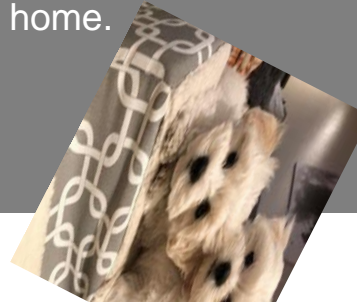
PDD 2024 | PMI-OC

02 24 2024





My passion for life comes through in everything I do! What you see is what you get. I believe in transparency, delivering value, building strong and authentic relationships both at work and at home.



Katherine Ajk

<https://www.linkedin.com/in/katherineajk/>

Bio:

I'm an Orange County resident (born in Vietnam and raised in Minnesota and other parts of CA), passionate about connecting with people. Some say it's my superpower!

I enjoy sharing my time with mentees both through professional and personal affiliations (Girl's Inc, PMI, friends' children). I particularly love spending time with my husband and my furbabies and paddling boarding.

I hold a BA in Organizational Communications (University of the Pacific) and MBA in Marketing and International Business (Northeastern University).

Professional Certifications

PMP (Project Management Institute)

CSM (Certified Scrum Master)

SAFe Agilist

CSSBB ((Certified Six Sigma Black Belt)

Scrum@Scale Practioner

I speak Vietnamese and American Sign Language



I love all types of cuisines . . .
The more authentic the better!

“Be The Change You Want to See in The World”



“Together We Go Far”

Leadership Traits

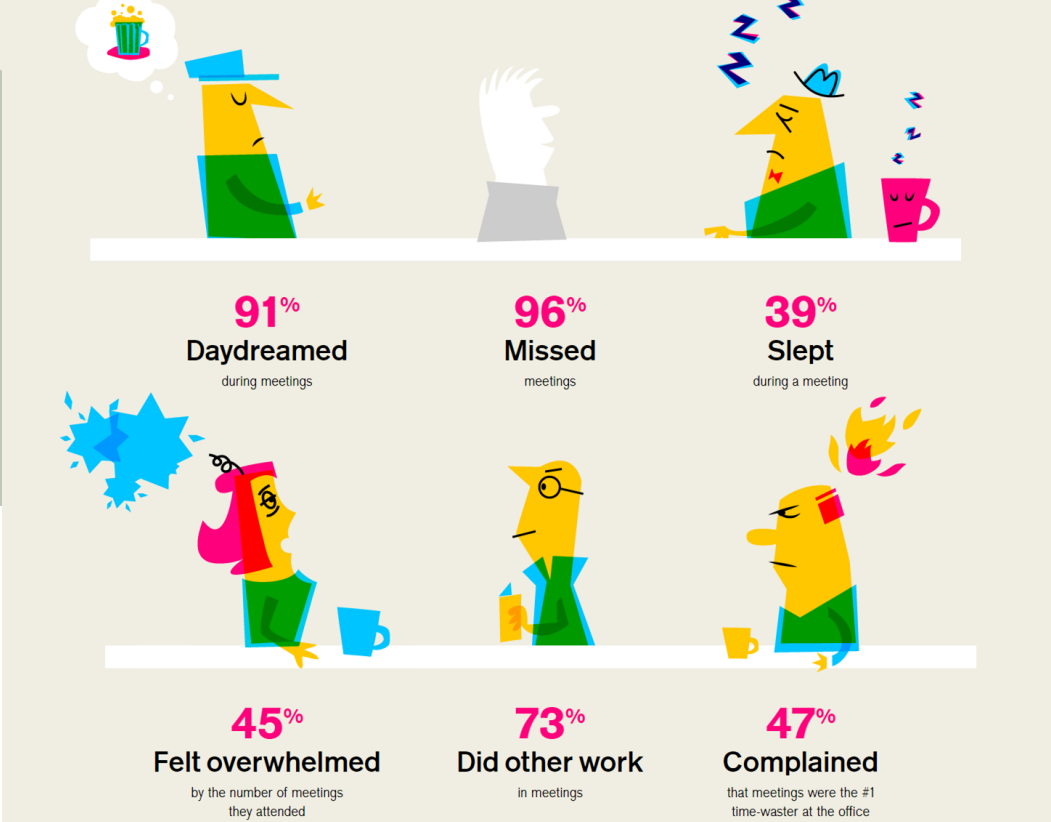
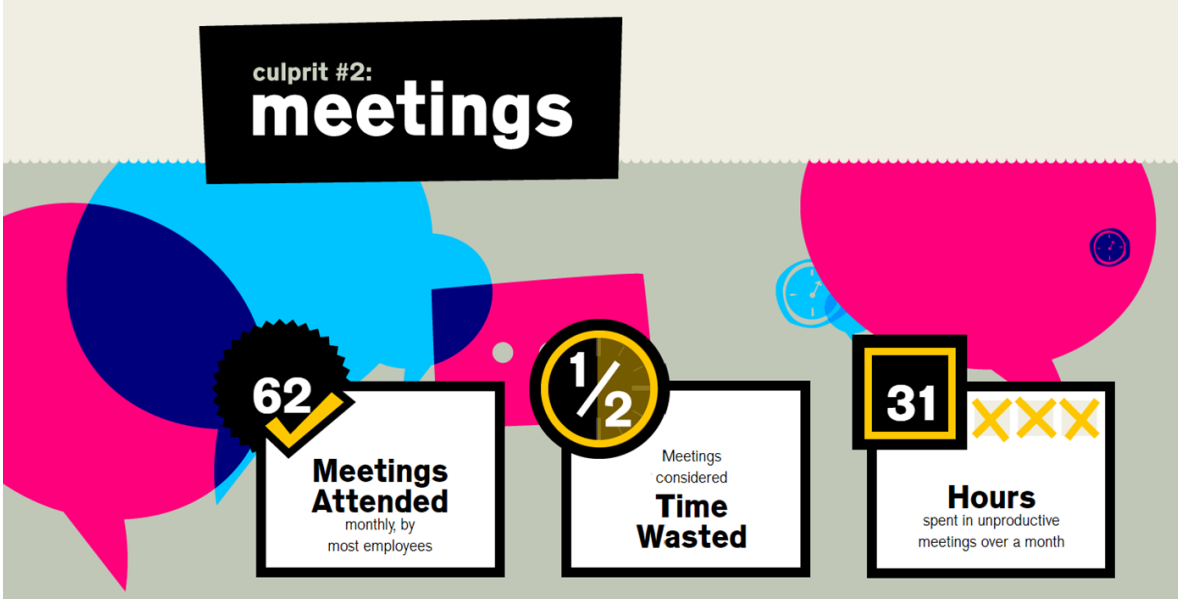
- L** Loyalty
- E** Empathy
- A** Accountability
- D** Duty & Determination
- E** Energy & Encouragement
- R** Respect
- S** Selflessness
- H** Honorable & Humble
- I** Integrity & Innovation
- P** Passion for & Pride in Work



It doesn't have to be complex to be effective

- Don't over engineer the process or the solution!
- Focus on the root cause of the issue not the symptom.
- When possible, don't spend time reinventing the wheel.

You Waste A Lot of Time at Work (Atlassian)



\$37 Billion
Salary cost of unnecessary meetings for U.S. businesses



Do we have the answers to these questions . . .

Why are we here?

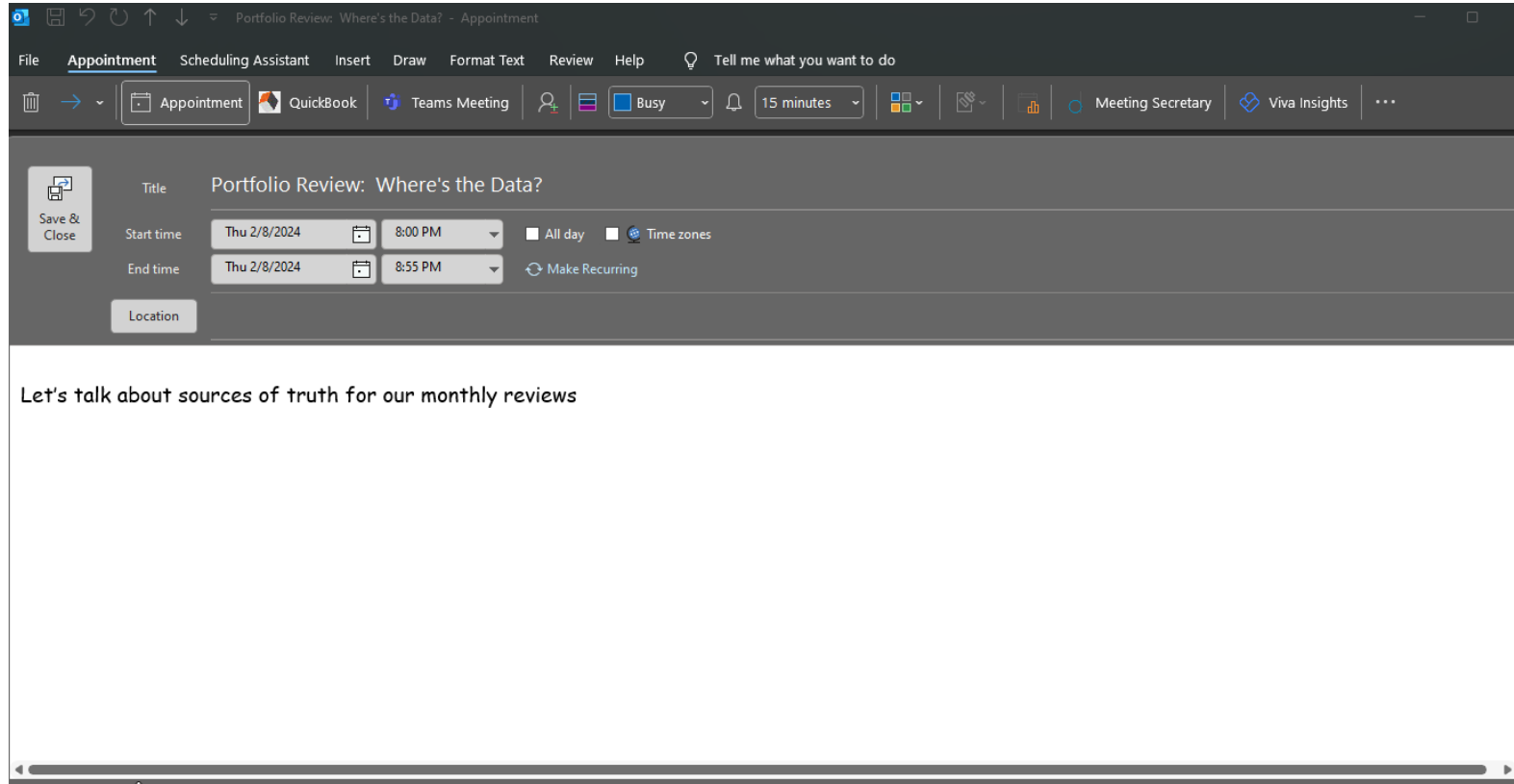
What are we trying to achieve?

What is the impact?

Do we have the right people in the meeting?

By when do we need to achieve this goal?

The most basic tool . . . Meeting Invite



If I were an invitee to this meeting, how do I prioritize this meeting?

What do I need to do prepare for it?

Effective Meeting Invites

The screenshot shows a Microsoft Word window titled 'Portfolio Review: Where's the Data? - Appointment'. The ribbon includes 'Appointment', 'Scheduling Assistant', 'Insert', 'Draw', 'Format Text', 'Review', and 'Help'. The 'Appointment' ribbon is active, showing options for 'Appointment', 'QuickBook', 'Teams Meeting', 'Busy', '15 minutes', 'Meeting Secretary', and 'Viva Insights'. The appointment details are as follows:

- Title:** Portfolio Review: Where's the Data?
- Start time:** Thu 2/8/2024, 8:00 PM. Options: All day, Time zones.
- End time:** Thu 2/8/2024, 8:55 PM. Option: Make Recurring.
- Location:** (Empty field)

The main content area contains the following text:

Attendees: Functional Leaders-> if you cannot make this time, please send a proxy who will have input into the process and be able to sign off.

Problem Statement: We're having to pull from 8 sources for the same data.

Impact: It takes my team 7 hours to pull data and with manual cleansing, we're having to put another 10 hours of work into the preparation for the monthly readouts.

Intent of session: Review top data discrepancies and identify why.

Output: Agreed upon new process including 1-2 SOT for data pulls and ownership from each team.

What else would you include?

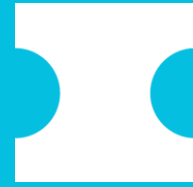
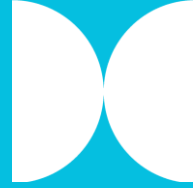
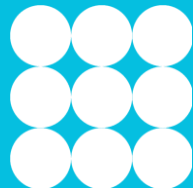
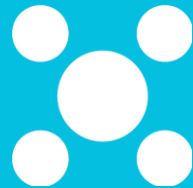
Takeaways

- Everyone is a leader!
- Simplicity is key!
- Use time wisely.
- Meetings can be effective.
- Never make it personal!





THANK YOU



CONTACT NAME

TITLE

Email phone or address