Break Free From Busy:

Tactical Guardrails to Reclaim Your Time

You're not behind. You're over-committed.

This session helps people identify what matters, protect focus time, and deliver work without distractions.

WHY IT MATTERS: Fewer fire drills. Faster decisions. Less rework. Higher morale.

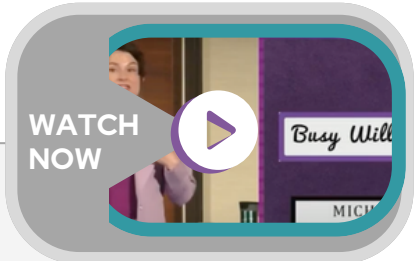
> **"I can face Q4 with energy & excitement"**
>
> *Today I took a 'should' off my plate that has been a mental burden for MONTHS. I can face Q4 with energy and excitement instead of dread.*
>
> **Melinda McKee**
> Founder, Memento and Muse

ATTENDEES LEARN TO:

- **Name and claim** calendar blocks for deep work
- **Prioritize with clarity** using simple weekly rituals
- **Match energy to work** with the Theme and Batch method

PERFECT FOR:

Individual contributors, emerging leaders, project/program teams.



Formats: Keynote, Breakout, Workshop. In-person, virtual, or hybrid.
Pairs well with: Reclaim Your Workday, Elevate Your Focus, Email Extinguisher
Popular add-on: Performance Pulse Survey and Ask Me Anything follow-up.
CTA: Book this session to simplify, prioritize, and execute.

BOOK A CONNECTION CALL