



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.

PLAY VIDEO



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.