

# TASK MASTERY

Get the right things done to Work Well and Play More!®

Productivity, Prioritization

LIFE IS MORE THAN CHECKING BOXES.

FORMAT: 45-60 MINUTE KEYNOTE OR UP TO TWO-HOUR WORKSHOP.

This program is perfect for people who:

- Have trouble setting boundaries, prioritizing, and procrastinating
- Have multiple professional or personal projects or roles
- Need innovative ways to outsource or automate at work and home



Prioritize your list to focus on tasks that move the needle



Outsource creatively within your personal and professional budget.



Automate to rest your brain and reduce anxiety



*I took a 'should' off my plate today that has been a mental burden for months...and now I feel like I can face Q4 with energy and excitement instead of dread. So many good principles/tips today .... thank you!*

- Melinda McKee Memento and Muse

