

TASK MASTERY

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

Productivity, Prioritization

LIFE IS MORE THAN CHECKING BOXES.

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



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

Play Me



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



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