

# TASK MASTERY

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

Productivity, Prioritization

LIFE IS MORE THAN CHECKING BOXES.



Prioritize your list to focus on **tasks that move the needle**



**Automate** to rest your brain and reduce decision fatigue



**Outsource** creatively within your personal and professional budget

This program is perfect for people who:

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

Play Me



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