

# task mastery

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



MOST POPULAR

*Do you need ways to be more efficient at work and home to have more free time?  
Do you have trouble creating boundaries to focus on your health and relationships?*

Life It's never just the system, but also the behavior, that makes task mastery effective. Getting tasks done is not the answer. Getting the right tasks done at the right time, efficiently and effectively, is what matters.

Are you working on your busyness or your business?

**Life is more than checking boxes.**



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

## format:

- Keynote, Workshop, Breakout
- 45 minutes to half-day

## LEARN HOW TO:

- ✓ Decrease switchtasking to **increase focus** and **reduce mistakes**
- ✓ Set up guardrails for **deep work and concentration.**
- ✓ Incorporate the **Batch and Theme** method to organize your days

## THIS PROGRAM IS PERFECT FOR PEOPLE WHO:

- Feel distracted, overwhelmed, or unorganized
- Have multiple professional or personal projects or roles
- Need innovative ways to outsource or automate at work and home

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