

*Productivity, Focus, Time Management, Prioritization

time power-ups

Get the Right Things Done to Work Well and Play More!



POWER-UP
SERIES

Stuck checking boxes on an **endless to-do list**?
Never have enough time to do what you want?
Not sure what to do next?

When you're **overwhelmed and burned out** - getting more tasks done is never the answer. Life can be about **more than checking boxes** if you know how to **get the right tasks done at the right time**. The secret to making that happen? Knowing that it's never just the system - but also the behavior - that can **free your time**.

End the busyness and power up your productivity!



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: Virtual or In-person

length: 45-90 minutes or part of the half-day Power-Up Series.

LEARN HOW TO:

- ✓ Create time and tech boundaries to **prioritize what matters**
- ✓ Incorporate the Batch, Theme, and Focus method to better **organize your days**
- ✓ **Creatively outsource** to live and work in alignment with your strengths

THIS PROGRAM IS PERFECT FOR PEOPLE WHO:

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

PLAY VIDEO

