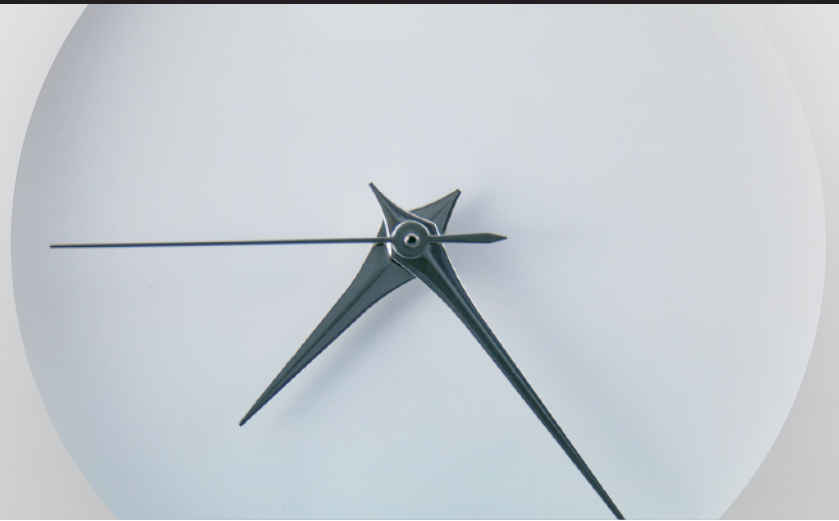


EPISODE 4

FINDING TIME



Welcome to the time-management episode of Craig Choffe's Personal Mastery Series.
Schedule it in person or virtual—in your setting, on your schedule.

DIRECTION + FOCUS + ENERGY = TIME

Is there ever enough time? Most of us say, NO. We're crazy-busy. With back-to-back events. And getting burned out.

Learn to leverage time management skills already in your toolbox: direction, focus, and energy. (You need all three)! Say YES to new ways to accomplish what's truly important—day after day.

- Topics include:
- Triage/Prioritizing Prioritization
 - Setting Boundaries/Saying No
 - Brain Science
 - Managing messages, emails, meetings & more

FIND MORE TIME

THIS

- ✓ FOCUSED
- ✓ BUSINESS
- ✓ CLEAR
- ✓ ENERGETIC

NOT THAT

- ⊗ SCATTERED
- ⊗ BUSY-NESS
- ⊗ CONFUSED
- ⊗ FATIGUED

BY THE END OF THIS WORKSHOP, LEADERS WILL BE ABLE TO:

- Prepare individual and team action plans
- Leverage best practices for direction, focus and energy
- Develop a time-management formula specific to your team
- Learn how to prioritize prioritization