

# FINDING TIME



Schedule 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, YOUR TEAM WILL LEARN:

- 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