

# Time and Priority Mastery



## Effective time and priority management is key to achieving personal success.

The number of books, courses, websites and speakers on the subject bear testimony to the fact that it is one of the most important improvements you can make to your life. We all only have 168 hours in a week. How well are you identifying the issues that need your prioritized attention? Are you working on the 20% of issues or opportunities that will provide you 80% of your success?

### How we deliver results

This workshop will expose you and your team to time management techniques to enable you to effectively and efficiently plan your time and your life. You will be introduced to tools and processes that will assist in developing high performance habits for success as well as making time for some fun and rest along the way.

We use proven methodologies and a wealth of experience to enable attendees to improve their time and priority management and cut through complexity. You can then focus on implementing key strategies for success. We help you:

- Understand your current time and priority management barriers and priorities
- Create clear goals for where you want to be in the future
- Develop strategies and actions on How to get there

### Practical outcomes, not theory

- Facilitated workshop by an experienced business advisor
- Apply a series of tools to help you to manage your time, focus and priorities effectively
- Identify roles and tasks that you can stop doing or delegate
- Learn tips to running efficient meetings
- Understand how leveraging technology can allow you to do more with less
- Embrace new time management habits and make them stick