

TIME MANAGEMENT FOR LEADERS

*'Get focused, reduce your stress
& reap the rewards'*



TOPICS INCLUDE:

Finding Focus

Establishing Key Value Activities

What's Important Vs What's Urgent

Time To Get Some Attitude

Creating More With Less
- The 80/20 Principle

Concentrating On Low Effort/High
Reward Activities

Learning To Say NO!

Steps For Effective Self/Life Balance

