

TIME

mastery

How to master time.
And elevate how you spend your days.



THE DO IT YOURSELF APPROACH

- Track your time to identify habits and inefficiencies
- Eliminate low-value tasks and time wasters
- Set SMART goals aligned with priorities
- Schedule time for important tasks and strategic work
- Delegate or outsource non-essential tasks
- Use technology to improve productivity
- Minimise distractions and interruptions
- Take breaks to recharge
- Identify and address sources of stress
- Maintain work-life balance through boundaries and self-care





THE DONE WITH YOU APPROACH

**IF YOU NEED AN ACCOUNTABILITY PARTNER,
A TIME MASTER WHO CAN HELP YOU GET THERE,
WE'VE GOT YOU COVERED.**

TIME MASTERY: THE PROGRAM

