



Do you find.....

- yourself spending too much time looking for lost items?
- you have piles of paper all over the place?
- yourself feeling overwhelmed?
- yourself wishing you had more time?
- you wish you had someone to help you organize your life?

If you have answered “yes” to even one of these questions....then please allow us to help you get to the.....Heart of the Matter!

Work Smarter Not Harder ***(30 - 60 minute workshop)***

At the end of a day do you feel tired and know you've been busy, but yet wonder what you have really accomplished? Time is a valuable commodity. Are you making best use of yours? In our busy days we wear many hats. This workshop focuses on basic time management skills and encourages you to make the most of each day. Topics include:

- the power of a positive attitude
- the ABCD's of routine
- can't say "no"?
- important vs. urgent
- time savers and time stealers

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