



Where leaders gain perspective!

## SETTING PRIORITIES & CREATING LIFE BALANCE

### Virtual Program

#### CONTACT

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PHONE:  
928-607-2290

WEBSITE:  
[www.HighRidgeLeadership.com](http://www.HighRidgeLeadership.com)

EMAIL:  
[Raquel@HighRidgeLeadership.com](mailto:Raquel@HighRidgeLeadership.com)

#### Set priorities and gain life balance!

We strive to balance our professional and personal lives with a full schedule. We want to live life to the fullest and be productive with a sense of peace and relaxed control.

**This workshop, based on *Getting Things Done: The art of stress-free productivity* by David Allen, is a cornerstone to productivity and creating life balance.**

Participants will learn how to:

- **Gain control of their daily workflow and to maximize how they use time to do the most important things.**
- **Apply time management and organization techniques into their daily routine for increased personal and professional effectiveness.**
- **Identify principles and strategies that will allow them to achieve a greater sense of balance, productivity, and enjoyment of work and life.**

**DURATION:** Four hours

**PARTICIPANTS:** 10 minimum; 20 maximum

**SCHEDULE:** Contact us to schedule a virtual workshop

