

SETTING PRIORITIES AND CREATING LIFE BALANCE VIRTUAL WORKSHOP

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.



Where leaders gain perspective!


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: 4 hours

PARTICIPANTS: 10 minimum; 20 maximum

SCHEDULE: Contact us to schedule a workshop

 928-607-2290

 www.HighRidgeLeadership.com

 Raquel@HighRidgeLeadership.com