

Are you continually interrupted by the phone, email and your co-workers?

Do you do too many things at once and ...

Underestimate the time it takes to do them all?

Do you do things that don't 'really' need to get done?

Do you easily become overwhelmed with larger projects?

Do you often say 'yes' when you should say 'no'?

Are you usually 'running' to get to appointments on time?

Do you wish there were more hours in the day?

**If you've answered 'yes' to any of these questions, then let me help you get these under control. Please join me in the following presentation ...**

## smarttime!

**Timely Matters** – a reality check on where you spend your time and how to easily course-correct it.

Here is a sneak peek into the **Timely Matters** workshop ...

- Urgent vs important – what that really means
- Learn the one question you need to ask yourself about every task
- The true cost of interruptions and how to reduce them
- The myth of multi-tasking
- 'Gain' an hour every day

This workshop is packed with practical tips and plenty of interactive opportunities.

There truly is a simpler, easier, better way to work. Don't miss this opportunity to finally get your time under control.