

WORK WITH US!

# Corporate Elite Time Maximization Program



1

Session 1: What are your habits and how are they leading to common time management mistakes? Become aware of the influences in your life.

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Session 2: What are the vision and goals you have? Are the activities that you participate in productive toward your vision or are they just keeping you "busy"?

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Session 3: Time management. Your independence determines your level of success. You will learn how to organize your time and prioritize tasks that will help you reach your goals.

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Session 4: What distractions are holding you back? Productive people learn how to minimize and manage distractions. You will learn ways to rid yourself of the perfectionist mindset and implement the power of saying no.

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Session 5: What to do with your free time. The most efficient people turn small spaces of their time into opportunities of production rather than waste.

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