

CRAZY BUSY. ♦

DO BETTER WORK IN LESS TIME

When do you have time to yourself? To pause, think strategically, take a step back, focus on what's important or do some deep work?

That's easier said than done when it feels like everyone needs a bit of your attention. How many times are you interrupted every day? We switch from one task to another, like a never-ending game of Whack A Mole. We have far too many meetings, and work is eating into our personal time.

24/7 digital connectedness doesn't help and nor do the 300 billion emails sent every single day. This highly practical and very interactive session will give you some evidence based models to help you feel more in control of your time. It's all about ruthless prioritisation, learning to say no well, disconnecting, and knowing when good enough is better than perfect.

How badly do you need this session? Test yourself on the [Crazy Busy Quiz](#).

Popular for conferences, keynotes and away-days.



CHASE ANTELOPES NOT FIELD MICE


OBJECTIVES

- ♦ Ensure your schedule matches your values and priorities (antelopes, not fieldmice)
- ♦ Eliminate roadblocks to personal and team productivity
- ♦ Prioritising tasks with the greatest payoff for success and happiness

INCLUDES

- ♦ More effective meetings, emails, IM and social media use
- ♦ Stop 'switch-tasking' (what you thought was multi-tasking) and get into flow
- ♦ Focus your time on tasks that move the needle, without procrastinating



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