

The Eight Essential Elements of Increased Productivity, Profit & Peace of Mind

1. Plan effectively
2. Capture and review tasks
3. Prioritize & schedule time
4. Delegate/supervise
5. Organize your space, info & tools
6. Optimize procedures & systems
7. Set expectations & boundaries
8. Know and grow yourself & others

The Four Dimensions of Self-Management

1. Mindset
2. Skills
3. Routines
4. Choices