

This session can be offered a la carte throughout the year or added to any other program within our suite of programs.

Time Management (90-min)	
Audience	<ul style="list-style-type: none"> • Available to all levels
	<ul style="list-style-type: none"> • \$350/participant* • 1-small group session • Typical payments as follows: <ul style="list-style-type: none"> - Balance due upon contract execution <p><i>*Option to add an Arc Planner for \$40/participant</i></p>
Task	Details
Pre-work:	<ul style="list-style-type: none"> • Participant Evaluation: <ul style="list-style-type: none"> • Rate Your Time Management Skills
Discussion Topics:	<ul style="list-style-type: none"> • Do, Defer, Delegate, Delete • 80/20 Rule • ABC's of Setting Priorities • Protect Your Einstein Window
Materials Provided:	<ul style="list-style-type: none"> • Not applicable <p><i>*Optional: add an Arc Day Planner with Section Tabs for each participant</i></p>
1:1 Participant Coaching	<ul style="list-style-type: none"> • I will also be available for an additional 90-days after program has been completed for any follow-up questions or concerns from participants (1-hr/participant)
Engagement	<ul style="list-style-type: none"> • Can be offered multiple times within a year (semi-annually; quarterly) based on client needs

