

# TASK MASTERY

Techniques to optimize, prioritize, and perform

Productivity, Prioritization

Do you have trouble prioritizing and focusing on income-generating activity?  
Do you need ways to be more efficient at work and home to have more free time?

**STOP PROCRASTINATING AND GET IT DONE.**

- ✔ Prioritize your list to focus on **tasks that move the needle**
- ✔ **Outsource** creatively within your personal and professional budget
- ✔ **Automate** to rest your brain and reduce anxiety



*I took a 'should' off my plate today that has been a mental burden for months...and now I feel like I can face Q4 with energy and excitement instead of dread. So many good principles/tips today .... thank you!*

- **Melinda McKee**, Memento and Muse

