

FOCUS *Is Where*

The magic happens

1. Time Management Is Self Management

[Time is fixed there is only 24 hours in a day.]

2. Delegate Everything You Can That Doesn't Add To Your Bottom Line.

[Administrative] [CRM] [Meetings] [But Sometimes....You Can't]

3. Prepare For Time Blocking

[Decide Best Time] [Snacks] [Workout] [Meditate] [Morning Pages]

4. Block Your Time

[30 min] [60 min] [90 min] [Build To 3 Hours]

Presenting:

**Nyota
Gordon**

Adaptability
Coach
and
Leadership
Strategist



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