Take Back Your Life!®
Refresher

Virtual in 60 minutes

Our Take Back Your Life! Refresher course builds mastery and sustainability by bringing participants back to sharpen their Take Back Your Life! skills, acknowledge successes, identify challenges, and capture improvement opportunities. The course is interactive, with time for questions, hands-on exercises, and discussion.

Course Outline
Refresh the best practices for:

- Collecting ideas, information, and actions
- Making decisions quickly and easily
- Dealing with email backlog
- Getting email to zero regularly
- Seamlessly tracking objectives, projects, and actions

- Creating a priority calendar for key actions
- Learning strategies for prioritizing and planning
- Creating calendar space for strategic items
- Assessing what's working and not working
- Course correcting to get more of what you want

The course is delivered virtually over 60 minutes, typically within four to eight weeks of the initial Take Back Your Life! session and is designed for participants who have completed the course within the past year.