

Take Back your Life! is our flagship course, supporting your staff in learning sustainable models, behaviors, and technical skills for getting the right things done.

They will learn essential skills for building a high-quality to-do list, managing projects, actions, and reference, more effective communication, and thinking more strategically.

The result is greater alignment and focus working on the most important things and letting the rest go—all while maintaining work/life balance.

## Course Results

11

Hours per week saved  
after the course

63%

Fewer emails stored in  
the inbox

57%

Increase in time spent on  
strategic initiatives

34%

Overall improvement in  
work/life balance

44%

Increase in following up  
on actions and decisions  
from meetings

33%

Less time spent searching  
for information