



# Heart-Centered Programs

*Empower - Energize - Enhance*

## Getting it All Done

Putting **Heart** back into your life

### Overview/Description

In the busy lives we all lead, we have many things competing for our time. The key is learning how to get it all done! This workshop will teach you organizational tips, setting boundaries and priorities, and how to boost productivity without adding stress.

### Ideal Audience

Anyone who needs to manage multiple priorities.

### Expected Duration

1 hour, 2 hour, or Half-Day Session

### Workshop Objectives

At the conclusion of this workshop, you will be able to:

- Identify Key Goals
- Prioritize
- Set Boundaries
- Learn to 'Say No' and Delegate
- Organize your Desk, Files, Projects
- Create a Self-Nurturing Plan for Getting it All Done



*"The secret to getting things done is to act."*

*- Dante Alighieri*

*"Much of the stress that people feel doesn't come from having too much to do. It comes from not finishing what they've started."*

*- David Allen*



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