



Own the Day: Making the Most of Your Time and Attention

Time: Tuesday, August 22, 2023 from 1300 – 1500 EST

Description: One of the top issues today is that people don't have enough time, at work and at home. It's a challenge for everyone, everywhere. While we can't stop the clock, we can adopt practices that decrease stress and improve focus and productivity. This program provides innovative ways to create sane, productive environments in which to live and work and practical things to do to manage time and attention wisely.

Welcome! We look forward to having you in our upcoming virtual learning session. This workshop will use Zoom. We suggest that you connect from your **personal computer**, if possible, in order to get the full benefits of this interactive session, including video capability.

Pre-work: To make sure you get the most from the session and to ensure that you get full Continuing Education (CE) credit for this course, we ask that you spend one hour on pre-work as follows:

1. **Reflection (20 mins):** Thinking about your life right now, what are your biggest challenges with time and attention, and what factors —from your perspective—contribute most to the issues you face? Conversely, where do you experience success focusing your attention and getting things done; and what leads to your success in these areas?

Please take notes as necessary and come to class prepared to share your observations.

2. **Video (20 mins):** Watch the video by Rory Vaden: How to Multiply Your Time <https://www.youtube.com/watch?v=y2X7c9TUQJ8> and come prepared to discuss.
3. **Reading (20 mins):** Please read the following two short articles:
(1) Tips for Setting Boundaries Around Our Time and Attention <https://maverickandboutique.com/tips-for-setting-boundaries-around-our-time-and-attention/>
(2) Gate's Rule: Go Home So Others Will Too <https://maverickandboutique.com/gates-rule-go-home-so-others-will-too/>

Meeting link: Please join with your **personal computer**, if possible.

F-35 TIME MANAGEMENT WORKSHOP: Own the Day: Making the Most of Your Time and Attention

Join Zoom Meeting

<https://us02web.zoom.us/j/83031780810?pwd=KzFDdVNwYUt0RUtYenp5L1B3UHhTd09>

Meeting ID: 830 3178 0810

Passcode: 794127

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