



MOIRA LETHBRIDGE

Author. Speaker. Executive Coach

This simple Time Mastery process will empower you to:

- Manage your time and your productivity
- Increase your focus
- Take consistent actions that get results

I offer a proven plan to help you master your time and enjoy life. Instead of feeling like you failed to achieve, you see where you are moving the needle in the direction you want both personally and professionally. Executive Coaching on personal and professional time management is perfect for senior level leaders and managers. Content can be tailored to keynote or workshop and offered as development for entire organizations. Moira presents keynotes and workshops to corporate, civic, and nonprofits. The session is customized to include each organization's specific culture, values, and desired outcomes.

Moira Lethbridge, M.Ed., ACC, executive coach, author, speaker, University of Richmond MBA adjunct faculty, is the principal and owner of Lethbridge & Associates. As a former President and CEO, she draws on twenty-five years of organizational experience and success to help individuals and companies increase their productivity and improve their performance.

PERSONAL AND PROFESSIONAL TIME MANAGEMENT

THE MESSAGE

Transform your professional and personal life from chaos to clarity. Learn practical steps for balancing achievement with enjoyment

- Have you struggled with setting a goal and not following through?
- Do you beat yourself up for starting big, losing focus, and quitting?
- Do you get pulled into time use that does not match your values or what you enjoy?

You can have peak professional performance and enjoy life BUT..... time and energy are limited resources. You must make strategic choices about how you spend it and I can show you how.

THE DILEMMA AND YOUR GUIDE

When you spend your time in ways that drains your energy, you lose the ability to direct your life.

I understand where you are. I lived this experience. I was successful on the outside yet found myself over-working and over-functioning. As a former President and CEO, I've held positions in all phases of executive leadership. I am certified to administer professional development tools, and have a master's degree in education. I used to be a hamster on a wheel, cramming in just one more task. I have discovered a life of fulfillment and joy using very specific strategies for personal and professional time management and have enjoyed a front row seat too! watch dozens of women I've walked beside do the same.

I now take consistent, courageous, bite-sized actions to achieve my goals and enjoy both professional and personal fulfillment. You can too!



Savvy Woman. Make Time For A Life That Matters



The Gift of Receiving – Release the Shame and Guilt That Hold You Back from A Rich and Delicious Life

Learn more at:



moira lethbridge.com



[Lethbridge & Associates](#)

