

- YES  NO Are there too many action items on your plate...with more being added every day?
- YES  NO Do you feel burnt out, stressed out, rundown and tired?
- YES  NO Are the projects you're working on boring and of little interest to you?
- YES  NO Are you working on things that add little value – to your customers or your business?
- YES  NO Do you feel overwhelmed – and don't know where to start?

## If you said “yes” to any of these questions, it’s time to use the Strategic Time Evaluator™ (STE).

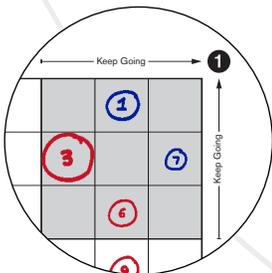
**What is the STE?** The STE is a proactive and strategic time management tool available exclusively from The Todd Group. Through one-on-one coaching, you are guided through a process to understand exactly where you are spending your time now. Then you'll proactively plan where you want to spend your time in the future. You'll have a detailed Action Plan you can immediately implement.

This powerful time management tool:

- graphically illustrates how you use your time
- focuses on the activities necessary for your success
- empowers you to eliminate activities that are holding you back

**Why should you use the STE now?** With the STE Action Plan, you'll develop ways to manage your time effectively and efficiently. The fact-based, quantitative results take the guesswork out of where you spend your time. Going forward, you'll spend time on tasks that have high importance to your business, where you're personally effective and that you enjoy doing. Bottom line: you'll gain more focus, have more control and increase your job satisfaction.

Individuals and teams use the STE to gain focus and clarity on where they spend their time now – and how to improve time management in the future.



The proprietary STE Quadrant Chart concentrates your time and energy on high-payoff tasks. This ensures you achieve the greatest benefits possible.



The STE Action Plan provides a step-by-step process for you to use your time most effectively.



One-on-one coaching ensures fast and effective results.

**The best time to start is now!** Contact Shawna Todd at 612.341.2876 or [shawna@thetoddgroup.com](mailto:shawna@thetoddgroup.com) to begin using the STE today. Shawna is the creator of the STE and has more than 20 years of business experience coaching leaders to improve their productivity, effectiveness and satisfaction.

[ the TODD group ]