

# 2025 April Career Fair

**Rich Bruno**

***Time Mastery***

***Tips to Prioritize, Organize and Increase Productivity***





# Time Mastery: Prioritize, Organize, & Increase Productivity

Workshop

**With Rich Bruno**

*Keynote Speaker, Executive Coach,  
& Business Consultant*



# What I do..

*John Maxwell Team Certified Coach, Speaker  
and Trainer*

- 30-year Supply Chain Leader
- Entrepreneur
- Business and Franchise Consultant
- Executive Coach
- Leadership Development Training
- Keynote Speaker
- Interview Skills Development
- Time Management Workshops



# We All Want More Time.....



Don't we?.....



# So..... What Can You Do About It?



List the **top things** holding you back from spending more **time** where you want to **spend it**.



# Prioritize...

“

If everything's a priority,  
nothing's a priority.

-John Maxwell

”



Busy  $\neq$  Productive!

The most **successful**  
people...

- ▶ Do the **right things** at the **right times**!
- ▶ They **don't** do everything

# The Concept Of “Greatest Value”....

With **time** being our most **precious asset**, we assign “**greatest value**” to:

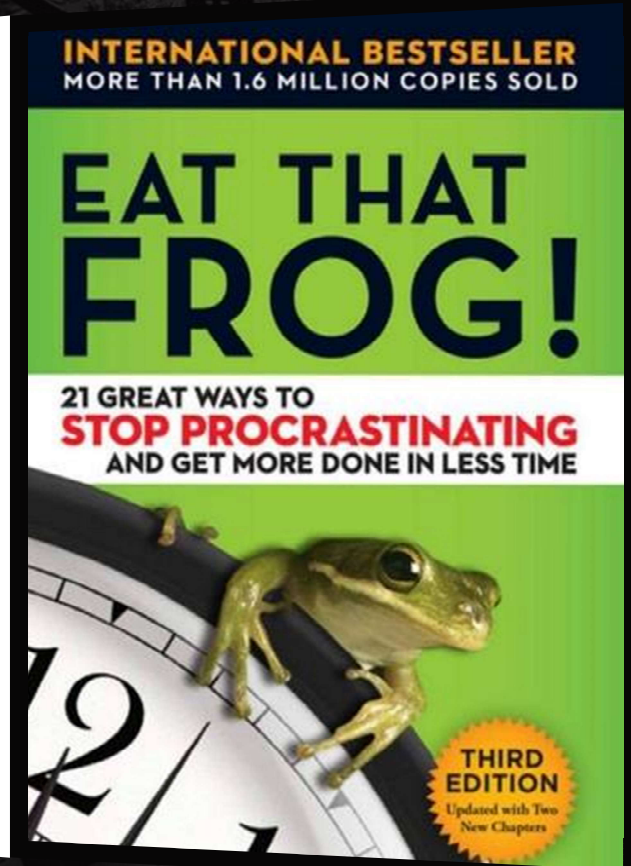
- 1 What **matters** most to us
- 2 Tasks that we deem “**essential**”
- 3 Gives us the **greatest benefit** personally and professionally
- 4 The **achievement** of our goals



# Book Recommendation!....



Review the **21 strategies** from the book “**Eat That Frog**” and pick the top **3 to 5 activities** that you believe will help you the most with your **time utilization**, then develop a plan to **implement them**.





# Wait,

## *There's More...*



YouTube



Website



Schedule  
Time



# Thank You!

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