## Creating Your Vision (Day 1)

You will have a clear picture of how to determine where you are headed - and the enthusiasm to make a start on the journey!

- 1. Looking back at your highs and lows over the past 3 years;
- 2. Analysing where you are today —Strengths, Weaknesses, Opportunities, Threats;
- 3. Creating your 90 day goal list —personal and professional;
- 4. Deciding which tolerations to eliminate;
- 5. Identifying your Unique Abilities;
- 6. Where you want to be in 3 years.

## Time & Priority Management (Day 1)

You will learn how to effectively avoid overwhelm and fatigue, reduce stress and live a calmer life - and yet still get everything done!

- 1. How to organise your life and your time;
- 2. How to delegate effectively;
- 3. Managing your work/life balance;
- 4. The 80/20 rule and setting boundaries;
- 5. Organising your annual personal and professional development retreat;
- 6. Managing your nutrition.

## Money and Finances (Day 2)

You will learn how to make money your friend — how to stop stressing, have what you want, when you want it — and sleep really well!

- 1. Introducing the personal cash flow template and highlighting its importance;
- 2. Professional cash flow;
- 3. Learning your way around your Profit and Loss and KPI reports;
- 4. Knowing your own profitability and that of your other fee earners;
- 5. Calculating your Operating Cost Per Surgery Per Day (OCPSPD);
- 6. The Pricing Matrix;

## Your Internal And External Dream Team (Day 2)

you will be able to focus on your best work and play, leaving everything else to other people — who are dedicated to making your life simpler!

- 1. Understanding Leadership and management and the differences between them;
- 2. Creating your external/personal Dream Team;
- 3. Creating your internal/professional Dream Team;
- 4. Agreeing written policies to keep your team accountable;
- 5. Understanding team communication and the Ideal Schedule;
- 6. People you need to get rid of.