

Another Journey Begins™



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TAKE CONTROL OF TIME! 1 DAY WORKSHOP

Would you like 25 hours in a day? Well this workshop will not provide a time travelling device, yet it will provide hints and tips on helping busy people make best use of the time they have. We all have the potential to manage our time, yet there just aren't enough hours in the day, or days in the week. Are you optimising the time spent at work and outside work? Time is free, yet it is also precious.

Over the day, learn how to:

- ❖ Assess the % of time spent on areas of your work and home life
- ❖ Identify time thieves and how to combat them
- ❖ Discover the difference between urgent and important
- ❖ Link delegation and motivation to making the best use of time
- ❖ Use a variety of time management tools/techniques
- ❖ Commit to action.

Who would enjoy this course?

Anyone who wishes to optimise their time spent at work and at home. . If you are suffering from a lack of time or energy you may benefit from attending this workshop.