

The Day That Got Away

Managing time effectively is an experience in self-discipline, and you are the key to success. This workshop will help you manage your time with less stress and accomplish more.



• Learn • Apply • Change • Grow



➔ What will I learn?

- How you presently use time
- To be aware of the portion of time you have control of
- To make the most effective use of the time you control
- To handle time in a more efficient way
- To choose to use your time to suit you (work, leisure, rest)
- Highlight YOUR key areas to improve on & action them straight away

➔ Content

- Examining how you spend your time
- How to control your use of time
- Time management techniques that really work
- Time wasters: common, self-generated & environmental
- Action planning tools

➔ Personal Development

Key skills that are developed during this course include:

- Improved personal responsibility
- How to reduce stress
- Break old habits

➔ Who Should Attend

Business owners and managers who feel time gets away on them most days, which negatively impacts on the daily running of the business.