

## INCREASE YOUR BUSINESS AT WORKSHOP 5

### "MANAGING TIME PRODUCTIVELY"

The day will be spent taking you through the main skills and techniques of HOW TO IDENTIFY TIME WASTING, PLAN YOUR TIME EFFECTIVELY AND FIND WORK PATTERNS THAT WORK FOR THE INDIVIDUAL, including the vital areas of:

- ◆ analysing use of time
- ◆ assessing work patterns
- ◆ personality profiles
- ◆ using time planners
- ◆ thinking positively
- ◆ avoiding interruptions
- ◆ filtering information
- ◆ making phone calls
- ◆ taking phone calls
- ◆ prioritising tasks

This Workshop is designed to help individuals who want to:

- ◆ use their time efficiently
- ◆ allocate time productively
- ◆ organise work space effectively
- ◆ develop techniques to reduce wasted time

Now, for the first time, you can discover the simple steps to successful time management and assess the reasons why time challenges arise and how to cope with others demands on your time.

This Workshop will show you how to take control of your time and prioritise. **To distinguish between what's urgent and what's important** and enable you to dramatically improve efficiency and results.

Join us for the Workshop and use the best training possible in this vital field to increase your productivity.



What do you want to achieve today?