

Organise and Prioritise to Increase Your Productivity

- 2 Hour Workshop
- Delivered in-house or live online
- Up to 20 participants

**We all get 24 hours a day, 1,440 minutes.
You can't pause or rewind time, but you can
use it better.**

This workshop helps you uncover where your time really goes and shows you how to take it back. Learn practical tools to boost productivity, stay focused, and get more done, with less stress.

Master your time. Improve your results. Find your balance.

LEARN TO:

- ✓ Leverage best practices for organising your work, your schedule, and your life
- ✓ Follow a 4-step process to improve prioritising your projects and tasks.
- ✓ Identify tips and tools that can help you achieve and sustain your time management goals.

Contact your local office for more details

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