



## Time Management

### *Hard work and long hours just doesn't cut it!*

Have you found that sometimes hard work and long hours aren't enough to keep you on top of it all?

Time management is a set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life.

Poor use of time creates a range of problems - under performance, job dissatisfaction, work overload and stress.

However, there are many benefits to good time management.

Good time management is **one of the most vital skills leaders can develop**. All of us have the same number of hours in a day, and no amount of effort can change that. Once it's gone, it's gone forever.

One thing that you CAN do with your time is change the way you use it.

Our half day 'Optimise Time' Time Management course will help you, offering new tactics to help you work smarter not harder, and giving you strategies to manage your time more effectively and get more from your work and home life.

<b>Organisation</b>	Half day seminar for up to 10 people from your organisation held at your place of work. (£450+VAT)
<b>Book a Place</b>	Book a place on one of our one day open-access seminars held in Stoke-on-Trent or Stafford. (£65+VAT)

**NOTE:**

**If you haven't got to time to attend this course,  
you really need it!**



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