

Time:

How to buy more free time to get things done

½ -day workshop

Target Audience:

This course is designed for anyone who feels too busy, under pressure, over worked and disorganised:

- Business owners and managers who don't have time
- People in large organisations who don't have time
- People who don't have time



What you will learn:

By the end of this session people will be able to buy more free time to focus on the things that are important:

- Doing the right things not just do things right
- Eating the Frog and recognising the benefits of doing things you don't want to do
- Avoiding "Reverse Delegation"
- Arresting the Time Thieves in your Life
- Stopping Chained Mail: managing your email to stop it killing your productivity

On the course you will devise a Mon-Fri Action Plan with something left for the weekend.

What you will get by following your 5-day Plan:

- More productive in business
- Happier and more fulfilled
- Less stretched and less stressed
- Delegating more and leading your business
- Focus on what's important in your life
- Buying more free time for you and the people important to you

Time abides long enough for those who make use of it
Leonardo da Vinci