

# MASTERING TIME

A two-day workshop for **Busy Professionals** who want to get **even more out of their day**, using proven techniques that work for them.

Do you.....

- Feel frustrated at the end of the day that you haven't done half the things you wanted?
- Have more on your 'to do' list than you can get done?
- Know what you should be doing but just can't seem to get around to doing it?
- Want more 'life' in your 'work/life' balance?

Would you and your company benefit if you could.....

- Prioritise effectively and make more progress on the things that matter?
- Deal appropriately with unscheduled interruptions?
- Plan what you will do and do what you have planned?
- Feel more in control of your time?

If you've answered **'YES'** to any of the above then this course is tailor made for you!

***“Concentrate on results, not on being busy”***

Workshop overview.....

Time management skills are essential skills for effective people.

Many people spend their days in a frenzy of activity, but achieve very little because they're not concentrating their effort on the things that matter most.

Come to this intensive 2-day workshop to learn how to achieve even more in even less time and deliver the right results. At the end of the workshop you'll understand how you can feel less overwhelmed and make time really work for you.



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LIMITED

### You should attend if.....

You want to get the right things done in the shortest possible time

### You will learn how to.....

- Use the top techniques used by the most effective people in the world
- Double your outputs without increasing your inputs
- Use the 80/20 principle to identify and work on the things that matter most
- Avoid getting caught up in unscheduled interruptions
- Build a bullet proof plan

### The Workshop will cover.....

- Effective prioritisation - urgent tasks vs. important ones
- Working on the things that matter – 80/20 thinking
- Lists - the upsides and the downsides
- Overcoming procrastination
- Meeting mayhem
- Managing and dealing with unscheduled interruptions – telephone, email and visitors
- Using technology appropriately
- Getting organised for success and the Strategise personal MASTERING Time system

*“Thank you so much. A truly fantastic learning experience and so much to take away with me. I am also confident that I will recover the time I took to attend the course within a week!”*

(Nicola B, Programme Director,  
Healthcare Sector)

The workshop is designed around individuals' own time management goals and aspirations. This allows participants to practice key time management techniques and develop core skills for their own real world examples during the 2 day workshop.

Participants will have the opportunity to use key time management tools and techniques throughout the 2 days. At the end of the workshop all of these tools will be made available to course participants for their own use.

## 2008/09 dates and venues across the Midlands £680+ vat

■ 21st-22nd October 2008

■ 6th-7th January 2009

■ 28th-29th April 2009

### 3 ways to book

By Phone on **01676 535502** By Fax on **0700 606 8598**

or Online at **[www.strategise.com/bookings](http://www.strategise.com/bookings)**