

TIME MANAGEMENT

“The bad news is time flies. The good news is you’re the pilot.” – Michael Altshuler

“If you win the rat race, you’re still a rat.” – Lily Tomlin

How often do we say “If only I had more time!”?

We know there are only 24 hours in the day, so why do we try to fit in so much into our lives?

This course doesn’t provide a magic wand but gives you space to think about how you want to spend your time and offers practical tools and insights to help you improve your management of this precious resource.

This is a practical and participative workshop.

On this short course you will

- Look at how you currently spend your time and the gap between that and how you would prefer to spend it.
- Understand what lies behind some of your choices and decisions.
- Learn how to take more over your time.
- Look at your whole life and not just the work aspect.
- Understand the tension between “urgent” and “important” and how you can manage that relationship more productively.
- Have access to practical tools and techniques that will work for you as an individual.
- Learn some basic stress management tips to help you cope with the pressures.

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01494 451681

enquiries@hratraining.co.uk

www.hradvantage.co.uk