

## Time Stealers

Making the best of your time.

### Overview

Time management is a system for using time as effectively as possible. It gives us greater control - and we can feel that we control it rather than it controlling us! This enjoyable workshop gives participants lots of tips for managing time, and strategies to make time management an everyday part of their working, and personal, life.

### Who is it for?

Anyone who feels that there are not enough hours in the day!

### Outcomes

At the end of the workshop participants will:

- leave with a range of tools that will help them manage their own personal and working life
- have the opportunity to examine their current practice
- be able to implement strategies that will help them work more effectively.

### Format

This workshop can be delivered over one day or two half-day sessions.



INVESTOR IN PEOPLE