

*Is work life balance an issue?
Spending all hours at the office?*



Managing the Chaos and Prioritising ILM Development Programme

In a modern business environment it is becoming increasingly difficult to stick to priorities in a stress free, well organised and efficient way. Enjoy a better work-life balance by attending our new workshop.

Do you want to make the most of today, tomorrow and beyond?

Most people do want to improve their time management skills but don't do anything about it. The fact that you are reading this, suggests that you do!

Learning Outcomes:

- How to be more effective in your work by identifying your daily priorities
- Recognise your time stealers and why time management issues arise
- Appreciate the value of your time
- Demonstrate how to minimise wasted time and distractions
- Discover the art of delegation and learning to trust your colleagues

Don't put it off till tomorrow!

