

## Who should attend?

This one-day course is aimed at those people wishing to develop their skills in time and self-management to achieve more effective results.

The course is ideal for:

- Anyone who needs to manage their time more effectively
- Anyone who needs to improve the way they organise and prioritise their workload more effectively
- Anyone who could benefit from identifying clear aims and objectives within their personal and work lives.
- Anyone who would like to achieve more during a set period of time.

Participants are encouraged to express frank opinions and share experiences.

Hull and East Yorkshire Mind  
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Don't wait your workload gets too much for you to handle.  
Call MindWorks today!

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## Time and Priority Management

### Struggling to meet work deadlines?

Increase effectiveness and productivity to achieve greater control of daily work.



Tel: 01482 240134

## What's in it for you?

- Efficiency savings for you and your employer.
- Reduced stress levels.
- Learn how to work smarter, not harder in order to reach your company goals.
- Feel less frustrated and overwhelmed.
- Feel more in control and fulfilled
- Get on in your career.



## What will you learn on the day?

- The tools needed to start the process of being an effective self and life manager.
- Be able to identify time inhibitors and have strategies to beat them.
- Be aware of time wasting periods.
- Recognise the importance of priority management.
- Understand a variety of strategies and techniques that will improve personal and organisational effectiveness.
- Clarify, prioritise and monitor personal objectives and goals.



- Understand how to delegate effectively and successfully.
- Be able to respond effectively to changing priorities.
- Identify when stress may be affecting your productivity.

The emphasis is on learning through experience.

There will be discussion and inter-active exercises throughout the day.

