



Monday 30 November 2020
9-11am

Time Management: 'The Essentials'

A 2-hour workshop focusing on:

- Helping to put things in perspective when you feel like you are drowning at work
- Staying in control of where you are going and what you are doing in your job
- Increasing your productivity and focusing on your goals

This workshop is suitable for those of you who feel completely out-of-control, through to those who just need a gentle reminder about some of the principles of time management!

You will leave this workshop with a time management toolkit and a tangible action plan that you can put into practice immediately.

Too Much To Do And
Not Enough Time?

Interruptions Throwing
You Off Schedule?

Too Many Priorities?

Procrastinating?

Out Of Control To-Do
List, Emails And
Paperwork?

To book a place for this
workshop, please email
Vicki on
vicki@hrpartner.co.nz

Carterton Events Centre
Holloway Street
Carterton

Limited places available

\$65 PER PERSON
(plus GST)

*Includes materials (time
management toolkit).*

Tea and coffee provided

Vicki McLachlan

• HELPING YOU REACH YOUR FULL POTENTIAL •