



Goal Setting & Time Handling

**For the
21 Century Manager**

Today's successful managers and knowledge workers require direction and focus to stay afloat in this knowledge enriched world.

This one-day programme will equip you to find your direction, motivate you to get there and plan better use of your time.

"Absolutely brilliant. One of the best courses I have attended and more importantly the way in which it was delivered was second to none - well done"

The Workshop uses modern AL methods to encourage maximum involvement from all delegates. Active discussion on latest trends and issues keeps the content alive.

The secret to planning your time successfully is to become more of a bullet. With entrenched goals in place you have a direction to follow. This means we can effectively plan our day to day lives and get done what we set ourselves to do.

The workshop will:

- Bring your goals to life
- Make your goals continually magnetic
- Lay out the steps required to achieve these goals
- Use a Priority Grid to judge the effective tasks
- Identify and solve your top time wasters
- Deal with interruptions effortlessly
- Set an inspiring Action Plan

"Thanks for a great course. Really like your training style - its fun and it sinks in!"



- Really powerful goal setting and embedding techniques are shared
- Practical and useful tips will be in abundance which are bang up to date for the modern knowledge worker
- You'll not leave with a Time Management diary but with a workable system you put together that'll allow you to maximise the best use of your time
- You'll learn how to deal with procrastination in an efficient and humane way
- You'll leave with dozens of tips on how to handle your interruptions and time wasters



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your free Ebooklet
116 Time Management Tips**

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