

# TIME MANAGEMENT

## TRAINING COURSE OVERVIEW



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# BECOME A TIME LORD

## COURSE OVERVIEW

This half-day open course on time management provides over 20 time saving techniques that can be used immediately. It includes how to handle emails, identifying what robs you of your time and how to get back control of the time available.

“Lost time is never found again”. Time management is mostly about having the discipline to control what you put your efforts into. The training gives practical advice on what time savers are available to get back that control. It’s not being a ‘control freak’ because we all have to respond to the unexpected. But it is about knowing how you overcome procrastination and use the limited time you have wisely.

## WHAT YOU WILL GAIN

- Six methods for handling email more effectively
- How to identify time robbers and control them
- Eleven practical time saving ideas
- How to increase productivity and improve planning
- How to solve problems and deal with interruptions

## COURSE DETAILS

DATE:	Various dates in 2019
VENUE:	Salisbury City Centre
TIME:	4 Hours
REFRESHMENTS:	Provided
COURSE NOTES:	Summaries of key points provided
TRAINER SUPPORT:	Individual support from the trainer by email and telephone for up to three months after completion
INVESTMENT:	<ul style="list-style-type: none"><li>• Usually £99+vat per person</li><li>• Early Bird discount <b>£79+vat</b> if booked 6 weeks prior to course date</li><li>• More than one delegate? Ask us for discounted rates</li></ul>

### CONTACT:

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