If asked, most of us would describe our situation as ‘time poor,’ in other words we would be saying: there are not enough hours in the day! Time is our most precious resource – it cannot be ‘saved’ and used at another time and it cannot be recycled if it has been ‘wasted,’ so we need to value every minute of every day and use it productively. In order to do so we need to understand our life goals: positive aspects of our life – feeling happy, feeling motivated – but more than that we need to achieve balance so we are able to invest most of our time in our most important goals.

But there are barriers to achieving successful outcomes and they include: lack of planning, lack of scheduling, lack of focus, procrastination and iniquitous time stealers!

Attend this course and you will learn strategies for self-management; you will also learn how to avoid the barriers to achieving your goals.