



## One Step at a Time

### Half Day 'Manage your Time' Boot Camp It's as easy as A B C

**A**

- Overwhelmed by Work, Information and Knowledge Overload?
- Never ending To Do List, Lack of Focus?
- Never enough time to do everything, Procrastination?

**B**

- Learn how to Plan, Organise and Prioritise
- Learn how to Set and Achieve Your Goals
- Learn how to use To Do Lists that work for you
- Learn how to Do Important Tasks and move towards your Goals

**C**

**Give your business the chance to Survive and Thrive in any climate. For further information or to book your place, please call the number below or visit our website. (Group places limited to 12)**

This Half Day Course will be run as part of a Group, and your investment is only £150 or a One to One, over a half day £250. Prices are inclusive, materials supplied.

**01875 830568**

**[www.how2businesscoaching.com](http://www.how2businesscoaching.com)**

Our Courses have been approved by [www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk) for **50% Funding**