

# Time Management

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**Date:** Thursday 15<sup>th</sup> April Hove, Thursday 22<sup>th</sup> April Crawley

**Time:** 5pm for a 5.30 start. Finish at 7pm when attendees network over a glass of wine

**Venue:** Hove: Imperial Hotel, First Avenue, Hove ([map](#))  
Crawley: Kinnarps, Mack House, Gatwick Road, RH10 9RJ - FREE parking ([map](#))

**Cost:** £30\* plus VAT (there is no joining fee - people just pay when they book)

## Synopsis:

Most people complain that they do not have the time to do the things they really want to do in life. The fact is, no matter how successful or wealthy you become, you still only get 168 hours each week. Therefore, part of the key to time management, as we all know, is prioritisation. Our kids will never really care how much money we made, but they will always remember whether we were there for them the day they wanted us to be proud. Why then do we sometimes prioritise the wrong things? Because time management is about something much deeper than simply ranking our activities in order of priority. This session is about exploring your own hidden agendas and will leave you with some key tools that you can use time and again to maximise the use of your 168 hours each week.

**Terms:** \*Payable on presentation and in advance of the event. Any cancellation must be made in writing at least 48 hours prior to the event, or payment will be due in full.

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