

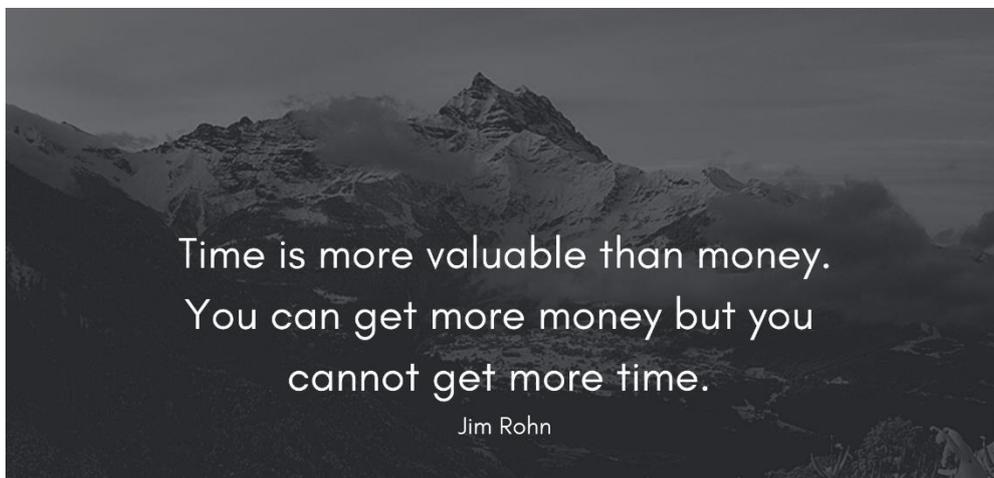
# 12 week Time Management Course – Overview

## Title:

*12 week Time Mastery Course: Supercharge your life*

## Duration:

Twelve weeks, approx. one hour per week with the coach, and 1-2 hours of “homework” for you to complete in between sessions (don’t worry, this won’t be like school). The 12<sup>th</sup> session is a “Recap, Review and Reinforce” session, bringing together all that you have learnt in order that you can keep progressing with your time management skills after the course. Week 7 also include a mini review to ensure you are on track and getting the most from this course.



## What is this course about?

Time is our biggest commodity because once it is spent it has gone forever. **Learn how to master your time (and for it to not control you) and you’ll achieve so much more.** You can finally start accomplishing the things you always wanted to! How many times in your life have you missed out because you didn’t have time or were too busy?

This is a bespoke twelve-week course based on your pre-assessment questionnaire. The first eight weeks are core modules, the next three are to be chosen by you (with the helpful recommendation from me if you need it), and these can also be a repeat of the first eight modules if you would prefer. The 12<sup>th</sup> session is a final recap and review session to bring it all together.

This is going to transform you in to the person you want to become. In this short but life changing course, you are going to learn the skills, techniques and tips to change your habits, which will empower you to become more efficient and effective with your time. **This is not just a course that will make you feel more organised at the end of the twelve weeks but will enable you to continue to grow and use what you have learnt in our time together, so you can carry on with your journey afterwards.**

This is a course unlike any other.

Why? Because you're going to find unexpected course content, as well as new approaches and ways of thinking to what you currently have.

### **Who is this course for?**

This course is designed for you, the busy professional, who has ever experienced any of these:

- wants to achieve more but is struggling to find time to fit in life's demands and commitments, let alone doing the extra things you want to do
- is lacking energy and head space to achieve your goals, targets and what you want
- goes to bed unsatisfied with the day's achievements
- wants to form good time management habits and learn new techniques to manage many spinning plates
- is in need to get a better work-life balance
- is finding that time is often taken up by distractions and unnecessary interruptions that often are not even helping towards your end goals
- finds there is too much work and not enough working hours
- is embarrassed by the constant "sorry but I've just been so busy" explanation you always have to give for not doing tasks
- has good intentions but sometimes finds themselves side tracked by things that don't help their productivity or goals, like social media
- feels stressed on a regular basis owing to feeling like there is so much to do and not enough capacity

**I know you can transform yourself and your life, but we all need support, help and the right tools given to us, and this course is the vehicle that will help you get from where you are now, to where you want to be.**

### **What you will achieve from this course:**

- ✓ Solid understanding of how you currently use your time now (bench mark and stock check)
- ✓ What work-life balance actually means to you and how to achieve it
- ✓ Good foundations for successful time management
- ✓ Dedicated time and space to make significant changes to how you approach things
- ✓ Reduced stress and feelings of overwhelm
- ✓ Improved finances resulting from being more organised, more efficient, more effective and wasting less
- ✓ A new-found sense of control, decisiveness and confidence
- ✓ Growth in your decision-making muscle
- ✓ Increase in competence at work and at home
- ✓ Improved relationships
- ✓ Better physical and mental health
- ✓ Reduction in the daily frustrating distractions, derailments and time-stealers

### **Core modules:**

1. Introduction and Understanding You
2. Goal Setting – Know Where You Want to Go
3. Foundations of Good Time Management
4. Principles of Good Time Management
5. Perfect Planning
6. Forming New Habits and Behaviours
7. Mid-course Review / Creating Your Miracle Morning for the Most Productive Day
8. Get on with it! Banishing Distractions and Procrastination

### **Three additional modules:**

This is a bespoke course to enable you to get the most from it. You are welcome to choose three modules from a selection or repeat any of the modules from the first eight weeks that you might need further time and support on.

If you wish to choose any new modules, they include:

1. Decision Making: Learning How to Make Smart Decisions Effectively
2. Coping in the Modern Workplace
3. Taking Care of Number One: Learning How to Make More Time for You
4. Working Remotely/Working from Home the Right Way

All my services and courses are designed to transform your life because I know that everyone has the ability to change and live the life they want to. I know my methods work because they are all based on my own experiences and have already helped numerous others!

They are tried and tested techniques that I have used, combined with scientific research. I have overcome my own issues which included a lack of ability to get everything done I wanted to, and my constant overwhelm due to my struggle to manage everything in my life and overcoming life's adversities. I am now in a position where I am living the life I want on my terms, doing all the things I said I always wanted to. I know this works.

I look forward to working with you,



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