

Leadership + Learning

in association with

connections

Optimising
Performance
Achieving
Stress-Free
Productivity

- Taking and feeling in control of your inbox
- Gaining a sense of proactivity rather than reactivity to events and tasks
- Using your time more efficiently and learning ways to achieve greater productivity
- Allowing more time to spend on the important tasks rather than just the urgent tasks.

By the end of the programme, participants will have

- Learned a system for setting and tracking priorities
- Established some core principles that will assist them in managing and controlling heavy email traffic
- Learned and practiced how to use mind mapping principles to achieve greater clarity and management of projects and tasks
- Learned and practiced using IT applications (eg Outlook and Mindjet mind mapping software) to achieve greater efficiency and productivity in their day to day work

Sessions available for other email and task management software, and could also include linking with Blackberry and/or iPad use .

Email now info@ict-connections.co.uk or julia@leadershipandlearning.com for your no obligation quote or to speak to one of our trainers about your requirements.
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