

Time Management Course in Slough

How's your time management? Do you ever find yourself running out of time because you haven't planned effectively? If so, this course on 16th April could be just for you.

Time is a unique resource. Other resources can easily be rented, hired, bought, replaced, stored, and saved – but not TIME. Everything requires time; it is the only truly universal condition. All work takes place in time and uses it up. Yet most people take for granted this unique, irreplaceable and necessary resource. Perhaps nothing else distinguishes effective people as much as their tender loving care of time.

In this one-day course run by Thames Valley Chamber of Commerce, you will learn how to be more effective with your use of time. The course covers analysis of your time management, the importance of planning goals, prioritisation of tasks, systems improvements, positive thinking, interdependent relationships and much more.

Date: Monday 16 April 2007

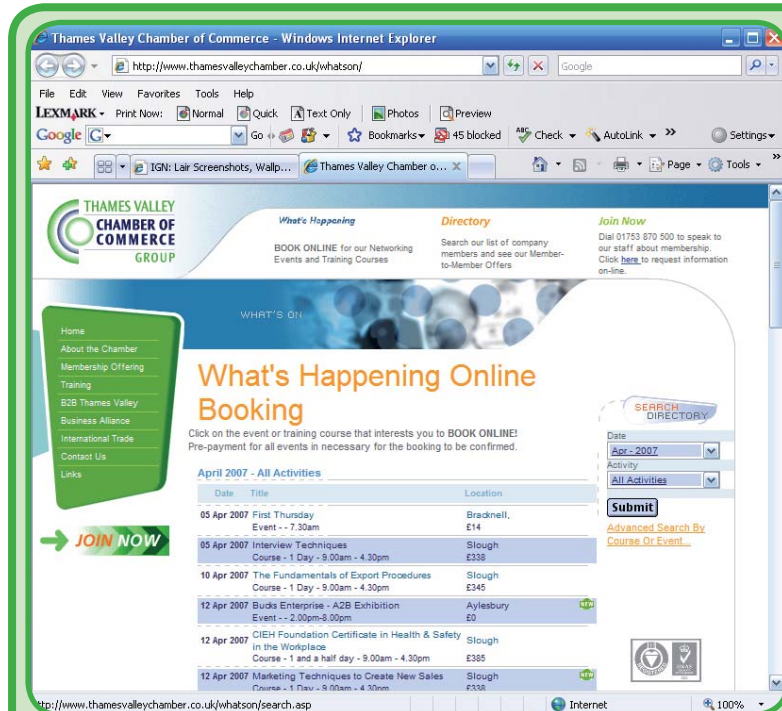
Time: 9.00am - 4.30pm

**Cost to Members: £265.00 +
£46.38 vat = £311.38**

**Cost to Non-Members: £355.00 +
£62.13 vat = £417.13**

Venue: Thames Valley Chamber Training, 467 Malton Ave, Slough, Berkshire, SL1 4QU

For more details please visit:
www.thamesvalleychamber.co.uk/whatson



www.businessinberkshire.co.uk/businessinlough