



Planning for Success

Unlock your team's potential
Seamless and cost-efficient L&D services



Who should attend?

Ready to take control of your time and maximise your potential? Join us to discover powerful, practical strategies that help you prioritise tasks, set goals, and make the most of every single day!

In today's fast-paced world, mastering time management is the secret to reducing stress, boosting productivity, and achieving success—both personally and professionally. Dive in with us as we explore essential tools, techniques, and habits that will help you enhance communication, strengthen collaboration, and strike the perfect balance for your goals. Let's unlock your best self, starting now.

What's in store for you?

- ✓ **The Eisenhower principle:** Managing your 'to-do' list by utilising this task management tool to support prioritisation of tasks by urgency and importance.
- ✓ **SMART working:** Changing hard work mindsets to SMART working, focusing on accountability, impact, communication and results.
- ✓ **The impact of distractions:** Managing distractions to increase productivity, heighten focus, and manage the important tasks.
- ✓ **Managing expectations:** setting SMART goals with open communication, aligning all parties' understanding. A proactive approach to ensuring collaboration across all tasks.

How should I reserve a place?

Delivery will be in-person, with trainers Tracie Crombie and Sinéad Walsh. Please email contact@ariosi.com or phone +44 (0)20 8168 8168 to book your place now!



Contact Tracie, Sinéad or the wider Ariosi team using the contact details below if you require additional information.

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