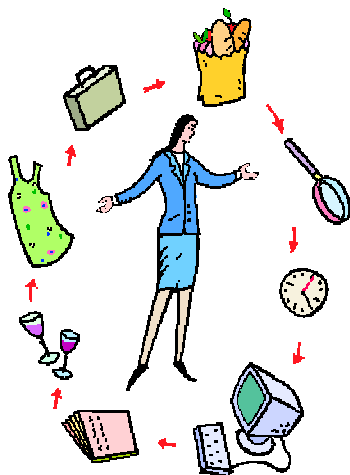


Time to Achieve!

A course to help you be more focussed, have more “me time” and get more things done...



BalancedMum.Com



Do you:

- Feel that you need more hours in your day
- Wish that you were more organised
- Have a list of “mustn’t forgets” and “should be doings” whizzing round your head
- Waste time searching for everyday items or documents
- Find yourself bogged down by everyday trivia
- Wish you had more balance in your life
- Have things in your life that you’d like to achieve but

don’t get around to

Would you like to:

- Identify how you are currently wasting time
- Decide what your priorities are and what you’d like to achieve
- Develop systems to organise your “stuff” and become free of clutter
- Learn techniques to organise your time and get things under control
- Discover how to overcome procrastination and get things done?

Achieve all this and more by booking onto the next Newington course:
3 Monday evenings in **June (tbc – please ring for details)**

For just **£127** (and your money back if you’re not happy with the results):

1. insightful exercises, worksheets and questions to help you re-mould your life the way you really want it
2. a variety of brilliant techniques so that you can choose practical methods which suit your personality and will transform your life on a daily basis
3. 3 sessions over 4 weeks which give you time to integrate the changes
4. homework to maximise the improvements you make
5. **FREE GIFT** : 31 day document diary which you will love!

P.S. You get a **£20 discount** for you and a friend if a friend signs up too!

Don’t procrastinate! Book now:

Ring Anna on **07764 235394 / 0131 667 8424** or

e-mail me at **anna@balancedmum.com**

PS You don’t have to be a Mum!

Visit **www.BalancedMum.com** for a free happiness self-assessment and to sign up for my newsletter.

Some more details...

Don't just take my word for it; It really makes a difference...

Testimonial from Sharon, IBM

"I always thought I was very organised and I was definitely always busy but when I thought about how much time I had to spend with partner, family, friends, and for me, I felt that it was not enough and yet at the same time I continually felt stretched. I needed something to help me use my time more effectively.

The course was a real eye-opener for me. Taking some time to step back and think about what I wanted to do with my life was at first difficult but soon the ideas flowed, and flowed, and flowed! I'd been so busy filling life with stuff - stuff I thought I should do - that I wasn't considering why I was doing it and whether I truly should be. Being part of a group was a great asset: it stimulated ideas and also comforted me that I was not the only one struggling. I set short-, mid- and long-term goals which are already helping me to prioritise my time, and use it more effectively. I now have a new setup for filing and dealing with administrative tasks and to-do lists which is more effective than my previously organised life was. Tools for handling procrastination were also a big help and I've already put them to good use to achieve some important tasks I had been putting off.

Taking a little bit of time out is helping me making far more time to achieve that which is important to me."

What do we cover?

I don't believe there is a "one-size fits all" solution to achieving your priorities in 24 hours a day. That is why this course offers a variety of different techniques which you are encouraged to try so that you can pick and choose the ones which you would like to include in your life long term. The course is over 3 sessions:

Day 1 – Understanding your priorities

- What is happening to your time now?
- What you would like to achieve? Set some goals
- How would you like to be spending your time?

Day 2 – Organising your time, your paperwork/emails and your intentions

- Systems, routines and methods of organisation
- Boundaries for your day. Create a schedule which includes time for you

Day 3 – Getting it all done

- Planning & prioritising. Tips and techniques
- Techniques for overcoming procrastination (these *really* work!)
- Managing projects. Define some next actions for projects you are putting off.