Joining Instructions

Hi **[Insert Name]**,

I am delighted to invite you to a Personal Effectiveness and Time Management Boost Workshop on **[Date]** at **[Time]** in **[Venue/Location].**

The workshop will last **[xx mins]**and we will cover the following topics:

* Identify how you manage yourself and your workload
* Understand the key principles of effective time management
* Identify key activities to allow you to achieve your goals
* Differentiating between urgent and important tasks and how to deal with conflicting priorities
* Creating to-do lists and daily plans to help regain control and reduce the need to fire fight
* Being pro-active, staying one step ahead and reducing the need to fire fight
* Improve your self-discipline and avoid procrastination

You will need a notepad and pen for the session.

Please let me know if you have any questions.

Regards,

**[Facilitator Name]**