



Success
Begins In
Your Mind!

**Time Management
&
Mindset For Success**
Virtual Workshop



www.trainingforsuccess.ie



Regain Control of Your Time and Plan for Your Success!

Taking charge and controlling your time is the core of proper Time Management. Your ability to best use your time will ultimately determine your personal and professional success. Time management allows you to plan and control how you spend your time to achieve your goals.

This high-energy Workshop will help you get back in the driver's seat and control your time better. It focuses on the importance of planning and prioritising, dealing with and controlling interruptions, setting boundaries and managing stress so that you can maximise each day.

Investing in this practical, hands-on Workshop will empower you to revolutionise your productivity, reduce stress, and unlock a more balanced, successful life!

Delivery Mode:

Classroom or Virtual

Course Duration:

1 Day

Fees:

Available on request

Learning Outcomes

On completion of this training, you will be able to:

- 1 Develop a growth mindset to help you succeed in your personal and professional life.
- 2 Identify your strengths and weaknesses in how you manage your time.
- 3 Manage stress, avoid burnout, and maintain a healthy work-life balance.
- 4 Use powerful time management strategies and techniques to achieve more from your day.
- 5 Create a more focused schedule and workspace for better efficiency.
- 6 Implement strategies to overcome procrastination, fostering a proactive approach to tasks and deadlines.



**DON'T BE
BUSY
BE
PRODUCTIVE**

Lead Facilitator: Frances Roche



As a Multi-Award Winning Business Owner, including winning the Network Ireland Business Woman of the Year Award, Frances knows what it takes to achieve peak performance. She is an Internationally Certified QQI, IITD and CPD Trainer, an NLP Practitioner and a Business & Life Coach with over 36 years of practical Training & Development experience.

Frances has trained with some of the world's most successful motivational trainers and is a Certified Jack Canfield "Success Principles" Trainer.

She is a passionate, fun, charismatic trainer with a proven track record of implementing effective time management strategies and guiding individuals to unlock their full potential through better time management.

Frances is the driving force behind Training For Success, which she set up in 1992. She leads a team of passionate trainers, instructional course designers and educational software developers who are totally committed to Working For Excellence in the Training and Development Industry.

Why should you take this Time Management Workshop ?

- 1 **Enhanced Productivity** - Increase your efficiency by accomplishing more in less time.
- 2 **Reduced Stress** - Gain strategies to organise tasks effectively, alleviating overwhelm and stress.
- 3 **Improved Focus** - Sharpen your ability to prioritise tasks, enabling you to concentrate on what truly matters.
- 4 **Better Work-Life Balance** - Achieve harmony between work and personal life by managing time more effectively.

Contact us to find out more:

☎ 051 843365

☎ 00353 51 843365 (Outside Ireland)

Email: info@trainingforsuccess.ie

