Time to plan your business day

Date:

A few simple changes will help you become more productive and achieve what you want to in your business day.

Training offers a wide spectrum of courses during April 202?.

In the attached brochure, sample exercise programs are included. The better your health, the more energy you will have every day to carry out your priority activities. All costs are billed according to the Value-for-money method.

We also offer a comprehensive motivational service presented by our motivational speaker. Hear his time management tips to add many more productive hours to your business day. An hourly fee is payable and will also be a Value-for-money billing.

Recommendations are made in connection with: Planning your business day,

How to tackle the priority tasks first, and

HOW to plan your e-mail activity.

Joan Mills will be pleased to visit your company to assist you.

* (011) 473562

We are looking forward to hearing from you.