**TIME TO PLAN YOUR BUSINESS DAY**

Date: 3 August 2020

Staff members’ Development for 202?

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

Training in Time Management 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 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**.

Your training needs are very important to us.

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

* (011) 473562

We are looking forward to hearing from you.