

The Buck Project

Intelligent Kindness

Time Management

Course starts

20 June 2019

4 Sessions

9.30 am

To

3 pm

Learn how to make the best use of time and achieve more by being organised:

How you use your time

The important first hour

How to prioritise and become more organised

Managing distractions, getting rid of time wasters and saying "No"

How to make positive changes and maintaining good habits

Making sure there is "Me Time"

Session Dates:

◆ Thursday 20 June 2019

◆ Monday 24 June 2019

◆ Friday 21 June 2019

◆ Thursday 27 June 2019

**Free &
Fully
Funded**

Funding only available if you are unemployed or on a low income

Book with Eventbrite.

For more details, visit our website at

www.buckproject.org

For more information call 01865 598180

Venue

Didcot Civic Hall

Britwell Road

Didcot

OX11 7JN

