

The Buck Project

Intelligent Kindness

Time Management

Course starts

4 Feb 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:

◆ Monday 4 Feb 2019

◆ Monday 11 Feb 2019

◆ Friday 8 Feb 2019

◆ Friday 15 Feb 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

35 Ock Street

Abingdon

OX14 5AG

