# Secrets of a time lord 102

Thursday 19 March 2015 13:30 to 16:30
Ogilvy Harper Ltd, 176 Portland Road, Jesmond, NE2 1DJ

There are time management courses a plenty. This one is different!

Taking part in this workshop.......will mean you will become part of a success and support team.

In the main workshop we will look at theories, research, ideas, tips, conventional wisdom, models, plus the quirky and unusual.

As we all have 24 hours in a day, time management is about self-management, and 'one size does not fit all'. So we will explore, using a variety of methods, our own individual traits and habits and how these may impact on our self-management and decision making. For example are we prone to perfectionism - plus how to assess our own procrastination equation. What obstacles might we encounter? What are we able to change? What is beyond our sphere of influence?

Each member of the team will decide on the 'one thing' they are going to do.

There will be a follow up session one to one on the phone if required.

**Alison Johnson** is a passionate advocate of networking as a business skill. She built up a national manufacturing training company for 7 years purely using networking techniques.

She has also run a business club for 4 years and has organised a variety of seminars and conferences.

Alison was project manager for a region-wide network for manufacturers and came up with an innovative approach to training and networking which won a Barclays Business Award. She is an NLP practitioner, a qualified teacher and a qualified trainer - Diploma ITD.

**Credit/Debit Card Booking – Tel 01908 248159**

**Online Booking - £84.00 inc VAT, Retired/not employed £42.00 inc VAT at** [**www.icaew.com/northern**](http://www.icaew.com/northern)

**Postal Booking by cheque - £90.00 inc VAT, Retired/not employed £45.00 inc VAT**

Further information contact Joanne Lucking on 0191 300 0532 joanne.lucking@icaew.com

**\*I/we would like to attend Secrets of a Timelord 102 course on Thursday 19 March 2015.**  If paying for multiple attendees please insert thelead name below with details of others - name, organisation & membership number - overleaf

Name: Organisation:

E-mail: Tel:

Address:

 Postcode:

Institute Membership No. (if applicable): ⬜⬜⬜⬜⬜⬜⬜ Tick this box if you require a VAT Receipt ⬜

**I wish to reserve ….... place(s) at the above seminar. I enclose my cheque for £…………… payable to “NSCA”**