

Successful Time Management

Try the Frozen Ps 'Time-Tamer' Process

Only £4.99

This E-book has been developed from real time management sessions with clients. It documents a simple process of **review, reflection and renewal** of the way you construct your to do list and spend your time.

- It contains prompts for review, space for your thoughts and ideas for avoiding distractions and developing new better habits.
- It is designed to be a practical tool for you to accurately analyse your current commitments and use as a guide in the future to stay on track.

The E-book may be ordered and paid for via the website. Workbooks will be forwarded by email within 24 hours.

Special Offer

Some clients have asked me to help them with implementation of new better habits.

So if you would like to follow up with a personal 30 minute SKYPE call reviewing your workbook and helping you with some practical ideas that fit your circumstances – the price of the e-book will be discounted from the call fee.

30 Minute call with e-book discount only £25.00

For information and to book your Time Tamer follow up call Patricia on +44 1525 720888
Or email: patricia@frozenps.co.uk
www.frozenps.co.uk



You are an **individual** overwhelmed by too many calls on your time – work, family and on top of that you are responsible for a sports society and the social events for a year.

Challenge: How you prioritise what is most important and make progress so that you feel back in control

Suggestions for changes:

- Take stock – write down all of the key action steps you feel responsible for in each area of your life
- Now consider them as priorities, as you are the sole earner maintaining your job while there is uncertainty in your workplace is a priority but you might also consider research to prepare yourself for longer term decisions should redundancy become an real consideration
- You have prioritised time with your children – so how can you restructure your day to ensure the time you spend with them is good quality.
- Achieving peace of mind makes you a happier person with more energy!
- In your social society – are you expected to do everything or are there people who will be happy to help you if they were asked?

Client Feedback

“I woke up this morning a different person! I feel back in control again and the fun is coming back into my life – thank you”

“It was a manic week, I did manage to get 30 mins clear non interrupted time this week. Not easy but I will make sure that goes up to an hour this week.”

What is time management...

Review, Reflect and Renew

Only you can decide whether you feel your time management is giving you cause for concern, so the workbook has been developed from my experiences working with clients who wanted some help in reviewing their commitments and who came to see me to discuss their challenges and find a practical, effective ways of making simple changes in the way they worked, prioritised and made critical decisions about planning time differently.

The improvement in managing time more effectively led each of them to be more effective and too be able to develop their business or role in business to be **more focused, profitable and happier** in themselves using an effective time planner.

Whilst we are all different in the way we work, there seemed to be a common theme in the way these sessions developed over time and this led me to develop a process, that applied well will work for anyone regardless of their individual circumstances.

If you are feeling overwhelmed and unhappy with your workload and have too many 'urgent' items on your to-do list, then if you work through the workbook you will be able to **stop, take stock and reflect** on your commitments and make any changes you feel necessary.

You may well work through the exercises and decide that the balance of activity is fine and you are productive and happy. The process of reflection can be a valuable activity in its own right, leaving you able to make an informed judgement about how you manage your commitments most effectively from now on.

If however, you recognise that changes are needed then you have a great opportunity to do that from today!



Patricia Wilson
Director

Enterprise House
Roundwood Lane
Harpenden, Hertfordshire AL5 3BW
T: 01525 720888
E: patricia@frozenps.co.uk
www.frozenps.co.uk