

## Focus: Achieving your Highest Priorities

This one-day course teaches productivity skills integrated with a powerful planning system which helps employees clarify, focus on and execute the highest priorities. It includes a pre-assessment, tools and resources and a practical emphasis on using planners, PDAs and other organisational tools to maximum effect.

*A one-day workshop*     **£375 + VAT**

### 2007-08

03 Sep 07	London	20 Mar 08	Oxfordshire
06 Sep 07	Dublin	27 Mar 08	Oxfordshire
27 Sep 07	Oxfordshire		
04 Oct 07	London	08 Apr 08	Oxfordshire
18 Oct 07	Oxfordshire	17 Apr 08	Edinburgh
25 Oct 07	Dublin	22 Apr 08	London
01 Nov 07	Oxfordshire	01 May 08	Oxfordshire
16 Nov 07	London	06 May 08	Oxfordshire
26 Nov 07	London	15 May 08	Dublin
06 Dec 07	Edinburgh	04 Jun 08	London
12 Dec 07	Dublin	19 Jun 08	Oxfordshire
20 Dec 07	London	03 Jul 08	Oxfordshire
24 Jan 08	London	24 Jul 08	Oxfordshire
30 Jan 08	Oxfordshire	31 Jul 08	Oxfordshire
06 Feb 08	London	08 Aug 08	Dublin
20 Feb 08	Oxfordshire	14 Aug 08	Oxfordshire
28 Feb 08	Dublin	21 Aug 08	Oxfordshire
06 Mar 08	Oxfordshire	28 Aug 08	Dublin