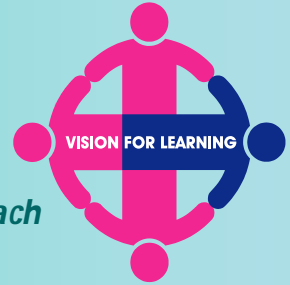


# Vision for Learning

## Coaching and Training



*Courses with Award-Winning Author and Coach  
Will Thomas and Associates*

## Managing Workload

(In-house or Public Course - 1 Day)

Proven and successful processes resulting in  
balance and achievement in all areas of your life

Devised by Will Thomas, author of  
'Managing Workload' (Pocketbook Series)

- A proven and successful 5 step process
- The 10 principles of Effective Workload Management
- Life-balance on a professional and personal level
- Learn and sustain new and practical routines
- Overcome limited thought processes

Public Courses are arranged throughout the year - contact us for  
dates and details of your nearest venue

**" Useful tools which can be used practically"** R. Ward, Solihull

**" Hugely enjoyable"** Steve Taylor

For further information and bookings e-mail  
[info@visionforlearning.co.uk](mailto:info@visionforlearning.co.uk)

[www.visionforlearning.co.uk](http://www.visionforlearning.co.uk)

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# Vision for Learning

## Managing Workload

### Course Structure and Outcomes



#### How is the course structured?

Structured around a proven 5 step process. Beginning with evaluating your current situation, identifying how you wish things to be different, introducing habits to support you, realising your preferred future and moving on to how to achieve it. A programme packed with useful tips, ideas and advice, resulting in a clear plan to follow.

#### Why attend the course?

- Enhance your work-life balance
- Replace current practices with new, effective routines
- Release new ways of thinking
- Develop approaches to support yourself and others
- Manage and maintain control of your professional career
- Achieve a sense of control and well-being

#### What will I learn?

- The 10 principles of effective workload management
- Dozens of tips and practical strategies to manage your time more effectively
- Prioritisation
- Dealing with procrastination
- Managing people and circumstances that upset your work-life balance
- Practical approaches to organising your schedule
- Managing time
- Realistic goal setting

#### What if I attend?

You'll further develop your ability to get your life under control and keep it there. Just imagine being totally in control of your workload and being able to take time out to pursue more of the personal and professional goals you seek. Consider the positive impact on your work, your life, and those close to you of feeling on top of everything, all of the time.

**The 'Managing Workload Pocketbook' by Will Thomas can be ordered online at [www.visionforlearning.co.uk](http://www.visionforlearning.co.uk)**

**You can also sign-up on the homepage to receive your **FREE** quarterly newsletter 'E-Vision' packed with information tips and advice**