

**Title of webinar***Time Management Skills*

Using time effectively is a key life skill that we all need.

How well do you manage *your* time? Do you find it hard to prioritise your workload and struggle to meet deadlines?

Join this interactive session to put into practise tools and strategies that will enable you to be more effective at managing your time.

**Who is it for?**

This webinar is for you if:

- You look at your workload and know where to start
- You find yourself doing \*anything\* - rather than the important task you know needs doing
- You feel others seem to cope better, get more done
- You are looking for practical tips and ideas you can implement for immediate impact

**Learning objectives**

By the end of the webinar, you will:

- Understand the benefits of time management on increasing productivity and reducing stress
- Be able to identify personal barriers to effective time management
- Be able to spot time-wasting activities and better manage interruptions
- Know how to put into practice strategies that improve prioritization and reduce multi-tasking

**About Harvey Wade**

Harvey is an experienced, award-winning innovation leader who delivers business impact through developing new propositions and solutions to solve user needs.

ACII qualified, with 20 years of experience in formal innovation roles and strategy development plus an additional 10 years in insurance with Commercial Union, CGU and Allianz, he knows what it takes to create, drive and sustain innovation, change cultures, and create buy-in at all levels.

Harvey founded Innovate21 to enable leaders and their organisations deliver greater impact from innovation. He has worked with a range of businesses from different sectors, including Chaucer, Thomas Miller, Ecclesiastical, Hiscox, Cisco, Pinsent Masons, EDF, Scottish Water and the WHO.

He is a regular conference speaker, award-winning blogger and contributor to MBA and executive education programmes. Harvey's webinars are always interactive, with views/opinions sought from attendees, and time allowed for Q&A at the end.

**Charge for webinar delivery is £400 plus vat**