

On behalf of Neil and I, we wanted to thank you for your engagement and participation with yesterday's session on 'Personal Productivity (time management in a digital age)'. We hope it has inspired you to make a few small changes and form some new habits, however even if it has started to raise your awareness to the things that steal your time, that's a great starting point.

We believe that following up our training is a critical step in helping people make those long-term changes, so to help you make the most of yesterday's session, I would like to offer you a short telephone follow up conversation over the next couple of weeks, where we can discuss your progress so far and see what's next. The session will be on a 1:1 basis and very informal plus you won't need to do any significant preparation, other than perhaps review your 'Holiday Phenomenon' quiz handout. The dates I propose are Monday 20<sup>th</sup> or Thursday 23<sup>rd</sup> June and I'm booking sessions throughout the day. Anyway, I hope you would be happy to participate and see the value in it and I would love to hear how you have got on and see if you have tried the TODAY list.



If you would like to take this idea forward, let me know which day suits you best and specify a preference of either AM or PM and I will do my best to accommodate you. I'll then send you an Outlook invite by way of a confirmation. If that week is not good for you and you would still like a conversation, let me know. You can contact me either by telephone on 07502 575710 or email [charlesvaughan@snh.training](mailto:charlesvaughan@snh.training).

Finally, Neil extended our offer of free training for charities in 2016 to you, so please have a think about any charity you either support personally or as a company and feel free to nominate as many as you would like. There are more details on our website for future events [www.snh.training/charities](http://www.snh.training/charities) and we can either discuss this when we speak or your charity can register directly.

I really look forward to hearing from you very soon.  
Kind regards  
Charles

Charles Vaughan  
Partner | Smarter Not Harder

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***We are training CHARITIES in the UK for FREE in 2016. For more information CLICK [here](#).***