



IMPROVE

## Facebook Time Management Post Ideas



### Facebook

Good time management is the coordination of tasks and activities to maximise the effectiveness of an individual's efforts, enabling people to get more and better work done in less time. This essential course puts directors, managers and employees in control of their work with key skills in getting more done in less time. IMPROVE your time management with IMPROVE online learning through simple, affordable, online time management training.

IMPROVE is a high-quality online training platform with 40 courses now and a further 50 being developed. From £1.50 per person per month or £18 per person per year provides complete access to 40 great online courses.

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