

Time Management



Time management systems and resources from IPPS

The IPPS Time Management System

Time is precious.

You need all the help you can get to make the most of it.

Let the IPPS Time Management System help you.

- Stand back for an overview of what is to be achieved and what needs to be done to achieve it .
- Separate what is important from what is merely urgent.
- Focus first on results and know your priorities.
- Decide what you Must do today, what you Should do and what you Could do, if time allows.
- Balance the need to be flexible with the need to get things done.

All in a neat and affordable calf leather-bound package that comes complete with everything you need to get on top of the next 12 months.

So far, we have helped nearly 100,000 people get more from their time. Why not see what we can do for you?

To order, call **0870 741 0505** or order online at **www.ipps.co.uk**.

A5 Time Management System

Complete with:

- Soft calf leather binder, in either black or brown
- Higher capacity 30mm ring mechanism
- Precision pencil
- A-Z tabs
- Database tabs
- Today placemark
- Day or week to view diary
- Credit card holder
- Coloured maps
- Full range of planners and forms
- Illustrated user guide

A5 Pro System, with Weekly Diary	£79.95
A5 Pro System, with Daily Plans	£84.95

Excludes VAT. See price list for more details.



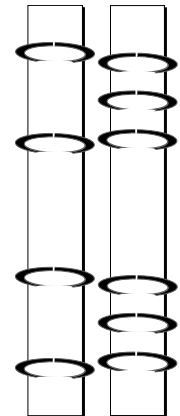


Organising your time, priorities, results – and your life!

- 1 First create an **Overview** of what needs to be achieved.
- 2 Then decide on what **Action** you need to take and what comes first.
- 3 Integrate your priorities and things to do with your **Schedule**.
- 4 Keep track of the things that you need to discuss, delegate or deliver to your **Contacts**.
- 5 Information and project plans are stored in the **Database**, filed behind the numbered tabs running across the top of the binder.
- 6 A **Notes** section is your notepad and storage area for spare forms
- 7 All of your names and addresses are stored behind A-Z tabs in the **Directory**.
- 8 You can choose to use either a week-to-view diary or individually **Dated Daily Plans**.
- 9 To **combine** your view of today's plan with this month's overview you can use daily and monthly plans side by side.
- 10 ... and fold out your list of **Action This Week** week as well.

Choice of ring format

Both the standard IPPS four-ring mechanism and an international six-ring mechanism are available.



Illustrated User Guide

Simple instructions on how to set up and examples on how to get the best out of it.

Comprehensive Stationery Pack

All the forms and planners you need. Annual updates available, or just add what you need as you go along.



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