

TIME AND PRIORITY MANAGEMENT

Trying to balance all the demands on your time can be overwhelming. By learning how to manage your time effectively, you can accomplish more and feel more in control. By becoming more effective in your use of working time you can reduce stress and enjoy the day.

Benefits:

This course will introduce you to the techniques used by busy but effective professionals. By using the techniques you will learn, you can free yourself of unnecessary work and clutter and use your new found time to build your career, grow your business or enjoy your family.



Topics to be explored:

- ▶ Why people don't manage their time
- ▶ How do you spend your time now?
- ▶ Job role clarification
- ▶ Determining priorities
- ▶ Recognising your own energy patterns
- ▶ Shifting your focus
- ▶ Planning to plan
- ▶ Techniques for effective time management
- ▶ How to concentrate
- ▶ Techniques to avoid procrastination
- ▶ How to make the least of interruptions
- ▶ How to cut down on paperwork
- ▶ How to make quick decisions

For more information about the course content
contact

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What's included:

In-house training at a time to suit you
Instruction by an expert facilitator
A highly interactive workshop tailored for your organisation
Participant workbooks
Personalised certificate of completion