

# Time Management Coaching Fact Sheet



“think learn? succeed”

“Smart training for clever people”

## What is time management coaching?

Time management coaching is a guided conversation focussed on helping you solve time issues. In your sessions, you'll get one-to-one attention, advice and training. Your coach can help you:

- Cut through paperwork and emails
- Design a diary system that will work for you
- Stop other people interrupting you
- Get more done every day

## What will happen in your coaching program?

You can choose a package of 3 or 6 coaching sessions. During your first session, your coach will help you set goals for your entire coaching package. In subsequent sessions, you will focus on developing skills and mindsets for achieving your goals. Your coach will structure each coaching session in four parts, based on the GROW model of coaching.



1. Your **goal** for the session will be set
2. Your **current situation** will be discussed
3. Your **options** for change will be explored through brainstorming and problem solving
4. An action plan for maintaining your **will-power** between sessions will be created

## Where will your sessions be held?

You can meet your coach in our Balmain coaching rooms, at your own workplace, or by phone. Prices for each option vary. Please see the pricelist below.

You can purchase packs of 3 or 6 sessions, which must be paid for before your sessions are scheduled. The cost of your sessions depends on where they are held. The most cost effective option is phone coaching.

Sessions in Balmain rooms:		Phone sessions:		Sessions at your workplace:	
3 sessions:	6 sessions:	3 sessions:	6 sessions:	3 sessions:	6 sessions:
\$825.00	\$1650.00	\$660.00	\$1320.00	\$990.00	\$1980.00

## What happens if you cancel or reschedule a session?

If you cancel or reschedule with less than 5 working days' notice, the cost of that session will be deducted from the package. No refund is given for cancelled or rescheduled sessions unless a medical certificate is supplied.

Book your coaching NOW

Call Eleanor Shakiba on 0433 126 841  
Email [Eleanor@thinklearnsucceed.com.au](mailto:Eleanor@thinklearnsucceed.com.au)

Download more information at  
[www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)