

Master Your Time

1 Day

Get more done in less time! Find out the secrets of highly organised people. Learn to make the most of your time management profile, avoid the "urgency trap", sort out your priorities and use a range of time management tools. An essential workshop if you want to work more efficiently and productively.

What you'll learn to do in this course

You'll come out of this session with powerful tools for making the most of your time. We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll walk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Get more done in less time
- Feel less stressed
- Cut out bad time management habits
- Create better workflows
- Get yourself organised and productive
- Delegate effectively

Topics you'll cover

- Your time signature – and how to change it
- Avoiding the top three time traps
- Sorting out your priorities
- Essential time management habits
- Delegating for results
- Cutting out team time wasters
- Making meetings productive

“think
learn?
succeed”

“Smart training for clever people”

What others have said about the course...

“I thought it was excellent – a refresher on some things and an introduction to new techniques – very engaging and professional.”

“Very easy to understand and follow. Straight to the point which was great.”

“Presenter was well prepared. She got her points across and her product knowledge and delivery of the subject and content was great.”



Book your training NOW

Call Eleanor Shakiba on 0433 126 841

Download course information at
www.thinklearnsucceed.com.au