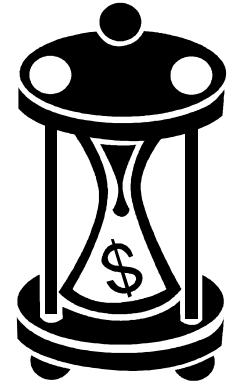


Time Management



Course Length: Half day (4 hours)

Course Times: eg. 8.30am to 12.30pm

Cost: \$160 pp (ex gst) - *please note, group rates apply.*

Course Overview

Arguably the most valuable resource in any organisation is time. It is irreversible!...unlike the *time machine* in the infamous 'Doctor Who' TV series - we cannot rewind or go back in time. Meeting deadlines and the associated pressures can sometimes seem quite overwhelming. This program explains the importance of managing your time and identifies the many elements that can become 'time wasters'. Participants will gain a better understanding of how they can effectively manage their time, ultimately to feel in control and achieve their goals, both professional and personal. From email use to interruptions, poor planning to procrastination, how one utilises their time strongly determines their productivity in the workplace.

Ultimately, less stress and greater productivity!...a goal for everyone.

Target Audience

This program is designed for people who simply want to achieve more and 'gain more time in their day'. Also, these skills can be used for training others in how they utilise their time.

Key Topics

- Goal setting - to you have a plan?
- Reduce stress and increase productivity
- The power of saying 'no'
- The SMART principle in setting goals
- Procrastination—the key-killer of time
- Identifying Time wasters—internal and external
- Prioritising—the key to effective planning
- Stopping the *email thief*
- Chunking your time

This course can be tailored to your organisation's environment and business needs.

Please contact us for further details.

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