

TIME MANAGEMENT MASTERY

LEARN HOW TO BE EFFECTIVE AND EFFICIENT IN HOW YOU USE YOUR TIME

How often have you participated in a course or workshop only to find you have enjoyed the time and then when you get back into work the busyness takes over and you are back to your old habits?

THIS PROGRAM IS UNIQUE IN ITS CONCEPT AND DELIVERY OF TIME MANAGEMENT MASTERY.

Participants receive:

- ❖ One-day workshop
- ❖ Seven Part e-Class series
- ❖ Free Bonus Subscription to the fortnightly Fact and Hot Tip Sheet for Time Management

THIS PROGRAM HAS BEEN DESIGNED TO GIVE MAXIMUM EXPOSURE TO THE CONCEPT OF TIME MANAGEMENT AND THE TIME FRAME, WHICH OLD HABITS CAN BE REPLACED WITH NEW ONES.

LEARNING OUTCOMES

- ❖ Recognise the consequences of ineffective time management
- ❖ Identify what prevents you from being an effective time manager
- ❖ Discover some of your notions, opinions and concerns about time management
- ❖ Understand the difference between urgent and important tasks, and use it to prioritise and plan your time
- ❖ Identify strategies to effectively schedule your time

THE LEARNING PROCESS

- ❖ The workshop is conducted for One day dealing with four steps to Time Management Mastery
- ❖ The follow up to the workshop is the e-Class. this is a seven-week series that is emailed out to each participant.
- ❖ To ensure the learning process continues and habits are installed, there is a fortnightly "Fact and Tip Sheet that is emailed out to all participants
- ❖ The purpose is for each participant to receive the opportunity to identify and break unresourceful habits of time management while installing NEW and RESOURCEFUL STRATEGIES for TIME MANAGEMENT.
- ❖ Enabling them to be more Efficient and Effective with their time and becoming more productive in work

COURSE OVERVIEW

TRAINING

- ❖ Mindset
- ❖ Effective Decision Making
- ❖ Organisation
- ❖ Priorities

WEEKLY E-CLASSES

- ❖ Wk 1 Goals and Objectives
- ❖ Wk 2 Multitasking Projects
- ❖ Wk 3 Developing Habits
- ❖ Wk 4 Time Wasters
- ❖ Wk 5 Procrastination
- ❖ Wk 6 Communication and Delegation
- ❖ Wk 7 Capturing Your Thoughts

THE PROCESS TO SUCCESS

This course shows you how to improve your Time Management skills which enables you to be more efficient and effective. Through the course you will examine the way you work and learn how your vision can translate into achievable goals and objectives.

After the course you will return to work with a renewed desire to be effective along with a wide range of time management techniques and a balanced and productive work life.

So...here's the final step. Call me on 03 90058275 or 0408 036 153 to arrange the best time to develop your **TIME MANAGEMENT MASTERY**

1		<h2>Book Your Appointment</h2> <p>Phone to Schedule a time where we Discuss your Business direction and Book your Appointment</p>
2		<h2>Discover and Design</h2> <p>We get together for 1 Day. Time Management Mastery begins. Then followed up with the 7 Weekly e-Course</p>
3		<h2>Implementation</h2> <p>You have completed the course. The Weekly emails are arriving. This is where you make the difference. Implementation is crucial to your Success</p>