

Time Management

- 1-day program -

In today's fast moving and demanding business environment it is essential that you optimise your time use.

Increasingly the focus in work is on increasing performance levels. This often means a demand to achieve more in less time.

Effective time management is critical to the success of an individual and the business organisation.

This program is designed for anyone who wishes to take greater control of his or her time management and be more productive.

Course content:

- Introduction and Course Objectives
- Defining effective time management
- Benefits of effective time management
- How effectively do you use your time?
- 3 key elements
- Taking control of your time
- The Top Six Method
- Deciding Priorities – Urgent vs Important
- Identifying time wasters
- Understanding your energy cycles
- Managing Paper
- Using technology (and electronic systems) to help not hinder
- Being Organised: Systems that work
- Dealing with Interruptions (face to face and the telephone)
- Saying 'No' firmly and tactfully
- The art of delegation
- Managing Meetings
- Time Management Tools
- Positive Work/Life Balance
- Personal Action Plans



[Judeth Wilson](#) - Judeth has a passionate belief in people and developing the skills they have. She believes that people have the power to make an enormous difference - she helps to wake up the difference that they make to themselves and others in the organisation and ignites a passion for what they do



Ph: (02) 9267-5220 Fax (02) 9267-4202

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Time Management

SYDNEY PROGRAM

VENUE:

Saxons Training Facilities
Level 10, 10 Barrack Street, Sydney, 2000
[Download Saxons Venue map](#)

MELBOURNE PROGRAM

VENUE:

Saxons Training Facilities
Level 8, 500 Collins Street, Melbourne, 3000
[Download Saxons Venue map](#)

BRISBANE PROGRAM

VENUE:

Regus Riverside
Level 18, 123 Eagle Street, Brisbane QLD 4000

Registrations are from 8.30am. Program starts at 9.00am and finishes at 5.00 pm

Registration Fee:

\$595.00
Includes 10% GST, lunch and breaks, participant workbooks and handouts.

Discounts

For 3 or more delegates from the same organisation, a discount of \$50.00 per person applies.

Cancellations

- Full refund if notice is received two weeks prior to workshop
- 50% refund if cancellation received at least one week prior to workshop

Changes to Program

E&S reserves the right to alter the content, date or venue if necessary. Every effort will be made to communicate with participants immediately.

In-house Programs

This program can be tailored for your own organisation's needs

For more information, please contact
Julie Ankers on (02) 9267-5220, or
Email: info@espeak.com.au

REGISTRATION / TAX INVOICE (Please keep a copy for your records)

Name: _____

Position: _____

Company: _____

Address: _____

Phone: _____

Mobile: _____

E-mail: _____

Attendees' Names:

Total payment \$ _____ for _____ attendees via:

DIRECT DEPOSIT BSB: 032-016

Acc No:377845

CHEQUE Payable to E&S Training & Development

Visa MasterCard Bankcard AMEX

Diners Club

Card No. : _____

Expiry Date: ____/____/____

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Signature: _____

Fax, post or email with payment to:

E&S Training & Development Pty Ltd

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