



Managing Your Time Effectively

The workshop enables participants to differentiate between managing their time and the workload managing them.

The strategies and tools will provide a blueprint for effective time management

Aim

To enable participants to the principles of managing their time.

Agenda

- Prioritising.
- Planning the things that are important
- Maintaining personal and professional balance
Delegation
- Focusing on activities & maximizing the return
- Minimising the crises with the planning & preparation.
- Importance vs Urgent
- More leadership focused & less task focused
- Improving job satisfaction

Resources

- Training manual

Length

1 Day Workshop

Location

First Floor, 186 Hutt Street,
Adelaide SA, 5000

Or in-house For Staff Development

Pre-requisites

None

Class Sizes

8 – 15 per class

Trainers

Catherine Logue
Penny Quinn

Dates

By Appointment



**Training for
Learning
Company**

P +61 8 82270310

F +61 8 82272496

E trainingforlearning@ozemail.com.au

www.trainingforlearning.com