



Time Management for really busy people!

Book Online: pathwaysaustralia.com.au

Enquires: 1300 212 212

COURSE OVERVIEW:

Do you sometimes feel overwhelmed by the never ending (and probably growing) list of things you need to 'tick off' each day? Would you like to become more productive? This one-day course will provide you with a toolkit of practical ideas and techniques that will help you become more productive and feel more in control of your daily life!

COURSE TOPICS:

- ✓ How to effectively plan, prioritise and schedule your workload
- ✓ Overcoming procrastination
- ✓ Managing priorities according to urgency and importance
- ✓ Goal setting and action planning
- ✓ Self-management strategies
- ✓ Dealing with time wasters productively
- ✓ Delegation and teamwork
- ✓ Learn to effectively say 'no' and negotiate workloads
- ✓ Managing emails/calendars/to do lists
- ✓ Effective meetings

"Wendy was great! An enthusiastic and professional presenter who knows her stuff! She kept the group engaged and I found the day to be highly useful."



Tania Middleton,
Eye Surgery Associates





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WHAT YOU WILL GET:

- ✓ Engaging and 'hands-on' training
- ✓ A full set of electronic notes
- ✓ Morning tea & lunch
- ✓ Post-course telephone support

WHO'S IT FOR?

- ✓ Senior executives
- ✓ Middle managers and Supervisors
- ✓ Anyone who wants wants to achieve more in less time
- ✓ A procrastinator or anyone who feel like they are never in control



Wendy Jocum

About your facilitator:

Wendy Jocum is an accredited, experienced coach and facilitator. Her expertise lies in all areas of people development for individuals and teams and she has a deep understanding of the 'secrets' of time management. Her work encompasses Organisation Development, Human Resources, Training (learning/development), coaching and organisational psychology.

"A great course! Full of useful tips and strategies. Great job, Wendy! Many thanks!"



David Perry
Hunter H2O

THE FINER DETAILS:



In 2020 this course will be conducted in Sydney, Melbourne, Brisbane, Perth and Adelaide. Our venues are all in the CBD and easily accessible



The course will commence at 9:30 am and conclude at 3:30 pm.



\$420 ex GST

Book at least 3 people into this course and get a 10% discount. Use discount code D10 when booking.