

TIME MANAGEMENT FOR REALLY BUSY PEOPLE

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

WHO'S IT FOR?

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



Wendy Jocum

NSW/VIC

Course

Facilitator

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.