

Key Elements of Time Management

Are you caught in the urgent trap?
Are you always against the wall with deadlines?
Do you feel overloaded and worn out?

Course Structure

This comprehensive half day course is full of practical strategies and insights that really work, which can be applied the very same day on your return to the office.

Recognise the Signs

- › How to recognise signs and indicators that time management may be a problem.
- › Understand the effects of stress on your professional and personal life.

Plug the Leaks

- › Assessing your individual performance against 30 common time wasters
- › You will identify your personal top time wasters with assistance given to implement an action plan to overcome them.

Beat Procrastination

- › Procrastination is a self-sabotage pattern which often causes important tasks to become unnecessary crises. We will show you how recognise the triggers which drive the procrastination habit and provide you with a 6 step process to help that beat the pattern.

Organise & Manage Your Environment

- › Practical advice on how to manage interruptions, phone calls and paper work.
- › Learn strategies to effectively manage your monthly, weekly and daily schedule to ensure your focus is on your most important tasks or objectives.

Planning and Prioritising

- › Learn how to stay focused, by putting competing tasks into perspective, avoiding the urgent treadmill and utilise future planning.

Continue the Learning

- › Course attendees further build on the skills covered during the training by setting a 3 week Action Plan. They take the key information covered during the course and set a plan for implementing the strategies in-real-work-time over the next 3 weeks.

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Course Nuts and Bolts

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| Course Dates: | Please refer to our website for upcoming dates www.innovativetraining.co.nz |
| Investment: | Standard Fee: \$375 + GST Early Bird Fee: \$325 + GST |
| Duration: | A half day course, starting at 9.00am and concluding at 12.00 noon. |
| Location: | Registered course attendees will be provided with full venue details. |
| Limited Numbers: | Courses are limited to 10 participants. Please register early to avoid disappointment. |
| Inclusions: | Highly experienced trainer, a comprehensive manual, ITS Certificate of Achievement. |

Further Information

Do you often find yourself procrastinating or choosing easy tasks over complex important ones? Or, do you simply seek the tools to supercharge your time and effectiveness. We're here to help.

This practical half day course covers the key elements of effective time management. It will show you how to take control of your time by delivering time-saving strategies you can implement the very next day.

Every part of this course has been tested and really works. By mastering the key techniques to managing your time you will be amazed by how less stressed your lifestyle can be.

The course is conducted by a highly experienced trainer who will ensure you receive exceptional value and results from the training.

Please Note

We can facilitate this course in-house for your business and customise the content to suit your requirements. To discuss your needs, get-in-touch by email: enquiry@innovativetraining.co.nz or call us +64 9 360 3252.