



Time Management

Full Day Course
9:00am – 4:00pm



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Training



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TIME04

Duration:

1 Full Day

Who should attend:

Ideal for a person looking for better strategies and ideas to manage their time. This program provides proven, practical strategies complemented by dynamic learning activities to empower participants to Tame the Tornado. Employing brainstorming activities and group learning, participants are encouraged to build a supportive network with our other participants so that the benefits of the program continue long after they have left the training room.

Course Pre-requisites:

Nil

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of Microsoft products to assist in time and project management. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Outlook Introduction
- Microsoft Outlook Intermediate
- Microsoft Outlook Advanced
- Project Management with Microsoft Project
- Time Management with Microsoft Outlook

Topics Covered:

Time is a resource that one cannot buy, borrow or save up for later. Although there is no way to retrieve lost or misspent time, there is a way to learn how to invest in new behaviours and attitudes that will make effective use of the twenty-four hours in each day. In this full day course, participants will delve into the following areas:

1. Know yourself through a Time Management self analysis
2. Procrastinators Anonymous: Breaking Bad Habits
3. To Plan or Not to Plan that is the Question: Making the plan
4. Organizing Your Work Space
5. Ergonomics of Time Management
6. Saying No
7. Effectively Delegating
8. The Plan – The Answer
9. Dealing with the emotions of organizing
10. Stopping Time Theft
11. Too Much Information: The information makeover



At the end of this workshop, participants will have developed skills & strategies to:

- Identify rewards of effectively managing time
- Employ effective time management
- Learn how to delegate
- Identify and put an end to time theft
- Effectively use diaries, organizers and other planning tools
- Work collaboratively with other participants to develop supportive networks to stay on track