

Skills and Training



Maximise Your Time

Course Content

This course provides simple and practical time management strategies to get more out of every day and includes:

- Goal setting strategies and techniques
 - Use of goal setting to prioritise and manage multiple tasks
 - Aligning of goals and daily tasks to business objectives
 - Urgent versus important tasks
 - Overworked or under organised?
 - Developing effective work schedules
 - Working efficiently as well as effectively
 - Measures of Success
 - The 80:20 principle, The 5 D's and A-B-C priority shorthand
 - Developing a Personal Action Plan
- Know and understand the difference between urgent and important tasks
 - Use time more efficiently

Who should attend?

This workshop is ideal for any employee who is required to manage multiple tasks and priorities in a workplace.

Delivery Information

Duration: 3 hours
Location: State-wide

Investment

\$ 250 TCCI member
\$ 375 non-member

Learning Outcomes

By the completion of this course the participant will be able to:

- Prioritise work tasks
- Identify and manage time wasters
- Identify time management strengths and limitations
- Set and monitor personal work goals

More Information?

Call 1300 559 122 today to discuss your training needs including on-site or customised delivery, or email training@tcci.com.au