

# Time Management for Better Results

Helping your team stay focus on their highest priorities.



## Overview

The “Time Management for Better Results” workshop is a half day workshop designed to teach your team productivity skills that can be integrated with their existing planning systems.

Based on timeless principles it will give your team the ability to define their highest priorities and then execute on them every week.

## Audience

Team members who need to improve their productivity and focus.

## Objectives

- Helps participants recognise where they are spending their time and what is stopping them from being more productive
- Teaches a process for focusing on the truly important rather than the merely urgent
- Teaches the value in prioritisation and a process for prioritising work tasks on a weekly and daily basis.
- Demonstrates how to leverage your technology as a planning tool to increase effectiveness.
- Shows how to use your existing systems (Email, Calendar, CRM as productivity tools.

## Format

Time:	Half Day
Format:	Face to Face
Location:	In your office
Attendance numbers:	2-20

## Inquiries

For more information contact

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