

Complete Time Management



Discover how to efficiently manage your time, improve your workplace productivity, realise your goals and save up to an hour and a half a day.



Program Overview

Do you wish you had more time in your day? Are you constantly rushing and running late? Do you put things off until you're under tremendous deadline pressure? Do you **feel guilt or shame about not getting things done?** Are your people constantly running late, cannot meet project deadlines and just don't have the appropriate skills to manage their time? This program will show them how **to effectively make the best use of their time** and manage stressful situations, so they are able to meet their work goals. The practical strategies presented can be applied immediately.

Learning Outcomes

What the program will cover:

- Making the best use of your time.
- Tips for being effective not just busy.
- How to manage your inbox and deal with emails effectively.
- How to deal with information overload effectively.
- Strategies on communicating assertively with your colleagues.
- How personality affects how we deal with time.
- Tips on running effective meetings that produce outcomes.
- How to work with disorganised colleagues and stay efficient.
- Using existing tools to manage your email, tasks and calendar.
- How to plan and set realistic goals using SMART method.
- How to schedule and deal with competing priorities effectively.
- Recognizing and managing what's urgent and what's important.
- Practical techniques for reducing interruptions and combating procrastination.
- How to achieve team goals and outcomes in time efficient manner.
- How to reduce the effects of information overload.
- How stress affects productivity and how to combat your daily stress.
- Maintaining your new time management habits.

Book and pay 30 days before a scheduled course to receive the early bird discount!



Program details

Duration:	1 day (9.30am to 4.30 pm)
Venue:	CBD location in each City
Investment:	\$875 (single) \$750 (4 or more delegates booked)
Early bird:	\$725 (single), \$600 (groups)

Your investment includes morning and afternoon tea, lunch, a comprehensive workbook, an organising tips booklet, two motivational cards, free access to our online efficiency toolkit, a Certificate of Achievement and a follow up coaching call.

Program details

Duration:	half day (9.30am to 1.30pm)
Venue:	CBD location in each City
Investment:	\$440 (single) \$375 (4 or more delegates booked)
Early bird:	\$365 (single); \$300 (groups)

Your investment includes morning tea, a comprehensive workbook, an organising tips booklet, two motivational cards, free access to our online efficiency toolkit, a Certificate of Achievement and a follow up coaching call.

Complete Time Management

Benefits of the Program

- Learn effective techniques for managing time.
- Gain up to 1 hour of productivity per day.
- Gain techniques for achieving work goals.
- Discover practical strategies for reducing time related stress.

Who Should Attend?

This program is suited for any individual who would like to improve their time management at work. It is highly recommended for groups who work together in the same organisation, department or office. This program is also relevant for managers who are responsible for how others manage their time.

Format

We keep our public workshop numbers small so that participants can receive individual attention from our expert facilitators and can have time to participate in all the exercises. Our training programs are practical with lots of interaction and discussion between the participants.

Before attending the workshop each participant will receive a pre-program questionnaire that they are required to complete and return to us at least 3 days prior attending the course. During the workshop, participants are encouraged to develop and work on an individual action plan in a consultative and controlled environment. Participants return to work with a clear understanding of how to apply the techniques learnt so they are able to improve their productivity. Each participant will receive a Certificate of Achievement on completion of a course and individual follow up contact.

3 Easy Ways to Register



1. Book online using our secure shopping cart.
2. Fax completed registration form to 02 9283 5680.
3. Call us on 1300 783 987 to speak to one of our course coordinators.

In- house learning solutions

Save up to 35% by running this program in-house

We can customise this program to suit your business requirements and it can be delivered as either a full day or two day program. We will conduct a pre workshop analysis to determine the best fit for your organization and culture so that you receive the maximum results from your training investment.

Join other companies such as Cancer Council NSW, BHP Billiton, Russell Investments, Australian Hearing, Origin Energy, North Sydney Council and many more who have benefited from this program.

I would definitely recommend their workshops to any organization who want their staff to learn how to work more efficiently.

Donna – VP Manager

For more details and to discuss your requirements call us today on **1300 783 987**

What past delegates have said...

It was an interesting way to learn different approaches to manage my time, my priorities and my team projects. This workshop certainly changed my outlook to time and helped me to work more efficiently. I would also like to commend the great learning environment and the facilitator who really knew her stuff.

Kim, HR Coordinator

The techniques you teach are simple and easy to implement. It provided me with much needed insights and added real value to my day to day effectiveness.

Michael, Director

This course has really been an eye opener for me. It made me realise that I waste hours on the wrong things. The trainer took the time to answer all of my questions and helped me develop my time plan, which I have been using ever since.

Tom, Sales Professional

Registration Form

Office use only
Reg date:
Reg ID:

YES, I want to attend the Complete Time Management workshop.

Name Job Title

Organisation Address

Phone Email

How did you hear about this workshop

Full day course - location and dates (please tick)

SYDNEY 19 February 16 April 11 September **BRISBANE** 26 February 22 April 25 September
CANBERRA 18 March 11 June 14 October **MELBOURNE** 23 February 21 May 17 September

Half day course - location and dates (please tick)

SYDNEY 11 March 10 July 10 November **BRISBANE** 12 March 1 July 12 November
CANBERRA 30 March 27 August 23 October **MELBOURNE** 25 March 5 August 26 November

Investment - inclusive of GST

FULL DAY COURSE Single **\$875** Early bird **\$725** Groups (4 or more delegates) **\$750** Early bird **\$600**
HALF DAY COURSE Single **\$440** Early bird **\$365** Groups (4 or more delegates) **\$375** Early bird **\$300**

Please list the full name and contact email of all the delegates attending. *For additional delegates please photocopy this form.*

Name Email

Name Email

Name Email

Name Email

Payment options

By credit card: Please charge the following credit card VISA Mastercard

Card number

Name on card Expiry date

Signature

By Direct Debit: Please credit Sarden Group Pty Ltd BSB: 112-879 A/c No: 125711391

Total amount payable \$.....

Terms and conditions for public courses

Booking Policy: Your booking is not confirmed until payment is received. Once we receive your payment and registration details your place (s) will be reserved and you will receive a tax invoice and the program details including the venue address. We are happy to issue an invoice for a purchase order but payment in full is required 7 working days before the course.

Program Inclusions: The investment includes morning and afternoon tea, lunch, all course materials and follow up contact once the course is completed. As an extra bonus each delegate will receive an easy to read book full of organising tips, two motivational cards and free access to our **online efficiency tool-kit**. The tool-kit includes case studies, assessments, forms and checklists they can customise for their own use.

Cancellation Policy: A full refund, less 25% service charge will be charged for cancellations received in writing (letter, fax, email) within 7 days of a course. We regret that no refunds can be made less than 7 days before a scheduled event. Should you be unable to attend, a substitute delegate is always welcome at no extra charge. If places are available your booking may be transferable to another scheduled event of equal value within 12 months of booking date. Organising Place reserves the right to alter this program without notice. If an event is cancelled by Organising Place, program fees are fully refundable.

Our Guarantee: We stand behind our facilitators and course content to ensure that you get maximum results from your training investment. We guarantee that you and your staff will come away with at least 3 techniques that will improve their personal efficiency. We also guarantee that your training will be facilitated by qualified trainers in a professional manner. If we fail to meet these expectations, please contact us in writing within 30 days describing what solutions were not met. Once we are able to discuss the issue with you we can either arrange for you or your staff to attend another scheduled course or issue you a full refund. Failure to make a claim within one month of the workshop implies that you were fully satisfied with the course.

FAX this form to 02 9283 5680

Organising Place

ABN 43099051699

W: www.organisingplace.com.au P: 02 9283 2963 F: 02 9283 5680 Toll free: 1300 783 987 E: courses@organisingplace.com.au