

Time Tactics

'From Chaos to Control in a Modern Workplace'



"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

Paul J. Meyer

Does This Sound Like You?

- Emails just don't stop overwhelming your inbox ?
- Social Media is only providing more ways people can get to you?
- Your smartphone has become an addictive distraction at times if you really admitted it?
- Your organisation is placing greater demands on you then ever before to produce results quickly and on time?
- My work colleagues sometimes make it difficult for me to cut through and get the job done?

If you can relate to a small amount of the above then welcome to the 21st century work environment. Never before has the pressure of individual performance been so intensely scrutinized, placing high demand on finding new strategies to cut through the daily clutter.

Time Tactics has been designed with you the modern day professional in mind. If you are looking for innovative ways to manage your day and get results in a technology driven work environment then this course is for you. The Strategies in this program address how we manage our time using many of the tools that have now become our great time saboteurs. It also focuses on how to navigate the integrated relationships and implement the strategies that are necessary to get the job done!

You Will Discover

- The powerful skill of externalisation and why it can help you gain control
- Methods to set time boundaries 'learning how to say no effectively'
- How to correctly balance technology and productivity
- How to avoid the common and costly time saboteurs, or sometimes referred to as 'Time Parasites'
- What your personal time management style is and how to tap in to your perfect productivity flow
- Ways to manage your email in box with military like organization and start afresh everyday
- A unique prioritisation system allowing you to focus on your 20% of priorities which yield an 80% result
- Tips and tricks using smart phones and ipads to manage your office from literally anywhere in the world
- How to set up your work environment to improve your organsiation effectiveness
- Several communication techniques to manage your daily interruptions building your personal productivity culture
- Stress busters that keep your blood pressure down and your performance results up

Participant Outcomes

- ✓ Understand the key elements to implement time management Skills in the modern workplace
- ✓ Gain a clear understanding of the successful mindset that creates high level performance
- ✓ How to use technology to develop and release your personal productivity style
- ✓ Communicate and manage your workplace relationships towards your desired outcomes
- ✓ Set up your work environment as your performance HQ
- ✓ Set your goals and achieve the personal reward and satisfaction of fulfillment
- ✓ Create your personal action plan to implement as soon as your back in the workplace

Workshop Format

All of our workshops use adult learning methods to maximise interactivity, engagement and fun. Our Facilitators use a combination of professional visual aids as well as multimedia to present the information. Each workshop has tailor made activities and discussions and even though the information has a specific format it is adapted and customised to suit each group.

All CAL facilitators are industry experts in their chosen field and come with a wealth of practical business experience, qualification and application.

Designed For:

Time Tactics is applicable to anyone who is looking for ways to increase their performance and navigate through the modern day work pressures whilst reducing stress and time sabotaging practices. It is aimed at all levels of the organization and is relevant to senior and middle management as well as those looking for new and fresh ideas to increase their personal performance.

To Register:

**Call us on (03) 9421 2444 or
Email the below registration form to
enrolments@collegeforadultlearning.com.au**

Location:

All courses are conducted on our premises
3 Prince Patrick Street, Richmond Melbourne or we
can come to you!

This is a partner product with our good friends at

The College for Adult Learning – 2013 Registration Form

Please NB: Mandatory Fields*

Course Details:

| | | | |
|---------------|----------------------------|-------------|---------------------------------------|
| *Course Name: | Short Course, Time Tactics | *Start Date | Tuesday, August 13 th 2013 |
| • Fee: | • \$395 | | |

Participant Details:

| | | | | | | |
|-----------------|--|-----------------|--|-----------|--------|--|
| Title: | | First Name: | | *Surname: | | |
| *Date of Birth | | | | | | |
| *Contact Email: | | | | | | |
| *Home Number: | | *Mobile Number: | | | | |
| *Home Address: | | | | | State: | |

Work Details: If you are currently working, (if not working please state your previous roles)

| | | | |
|---------------|--|-------------|--|
| *Organisation | | | |
| *Division: | | *Job Title: | |
| Details: | | | |

Special Invoice Requirements:

| | | | |
|--|--|---------------|--|
| For company invoicing please fill out the information below: | | | |
| Company Name: | | Contact Name: | |
| Company address | | Contact: | |

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