



Time Management in Practice

From Chaos to Control in a Modern Practice



Can you relate to:

- › The constant juggling of multiple tasks finding it hard to focus on one thing?
- › Unpredictable patient or doctor demands, where you are forced to drop everything you are currently doing?
- › The feeling of being overwhelmed with your daily task list?

If you are looking for innovative ways to manage your day and get results in a technology-driven and patient-driven practice, then CAL's 'Time Management in Practice' 3-hour corporate training program has been designed with you in mind.

The strategies in this program address how to manage your daily routines and interruptions, using proven methods that remove common barriers. The program looks at how to navigate the integrated relationships of patient and colleagues and implement the strategies that are necessary to cut through the daily routines and get the job done.

Who is it for?

- › Anyone looking for ways to increase their performance and navigate modern-day work pressures while reducing stress and time-sabotaging practices,
- › Those looking for new and fresh ideas to increase their personal performance,
- › Suitable for people at all levels of an organisation.



Matt Sabell



0449 800 274



matts@collegeforadultlearning.edu.au



collegeforadultlearning.edu.au

Key Learning Outcomes

- ✓ Learning the powerful skill of externalising and how it can help you get back your daily control
- ✓ Methods to set time boundaries and 'learning how to say no effectively'
- ✓ How to identify common time parasites and avoid them
- ✓ Sure-fire communication techniques to manage daily interruptions
- ✓ Establish a powerful productivity culture
- ✓ Gain a clear understanding of the successful mindset that creates high-level performance
- ✓ The ability to create adaptable work methods, to keep in step with a busy modern Practice
- ✓ Understand how to drive your technology devices rather than them driving you.