



## Mastering Time Management™

### PROGRAM OVERVIEW

*Mastering Time Management™* is designed give you back control over your day and restore balance in your life. The powerful strategies learnt in this program are used to increase productivity, reduce stress, avoid last minute panics and ensure vital items are not forgotten in the rush of day to day living.

The great power of *Mastering Time Management™* is the change that can be accomplished in a four hour program, enabling participants to spend more time focusing on the things that bring value to their lives.

### STRUCTURE

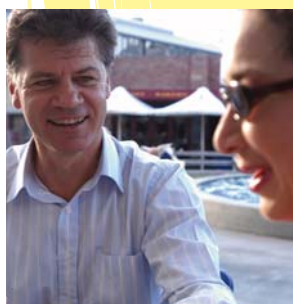
This course combines a number of simple, applicable time management strategies, with some new ways of thinking about time and how to allocate it. Participants learn that to be truly effective in creating the life they want and increasing productivity, a number of areas must be addressed, for example: how you currently think about time, are you consciously managing your time or are you heavily influenced by the environment in which you operate and do you have the skills and techniques required to effectively manage your time.

*Mastering Time Management™* also looks at strategies for dealing with the most serious and repetitive time management issues and provide participants with a useable plan for implementing what they have learnt when they leave the course.

### BENEFITS

Every person wants to achieve certain goals in their life and every manager wants to improve productivity. This course addresses both of these critical outcomes by assisting participants to ensure that their daily activities are aligned with the outcomes that are most important to them, while improving their productivity.

Participants in this course will reduce stress, improve balance and learn to allocate their time to the activities they find most fulfilling and rewarding.



### SPECIFIC OUTCOMES INCLUDE:

Dramatically improve productivity and effectiveness.

Reduce stress.

Create better life balance.

Achieve goals by using time more effectively.

Spend more time doing the things you really want to be doing.

Increased control.

The ability to design and manage you own life.