

Time Management - Creating Smart Habits

With the frantic pace of the current work environment it's hard not to get overwhelmed by the volume of tasks at hand. You know you need to prioritise and minimise time wasters. But do you ever look back at your incredibly busy day and wondered what you have actually achieved?

After this fast paced and highly efficient program, you'll feel re-energised to manage your priorities and those of your stakeholders. You'll look forward to dealing with distractions, managing people's expectations and being highly productive.

Designed for you

This time management training course builds smart habits for anyone who feels the day is too short and wants to gain more control over an overload of tasks, requests and demands.

Outcomes

Learn how to:

- identify and tackle time gobblers and wasters
- set clear and achievable goals and objectives
- prioritise tasks and activities
- use a list to never forget a task again
- make a plan to work smarter and stick to it
- tackle procrastination
- be assertive to demands
- take control of your email
- create smart habits.

Public course

350 Collins Street, Melbourne CBD

One day: 9am to 5pm

\$ 540 + GST

Catering, course materials and certificate included.

Dates

- Thursday 21 February 2019
- Thursday 9 May 2019
- Thursday 18 July 2019
- Thursday 10 October 2019
- Thursday 5 December 2019

Please check our [website](#) for the latest dates.

Book a public course

Choose between:

- Call 1300 655 098
- Send us an email at info@icml.com.au.
- Complete our [online booking form](#).

In-house group training or coaching

We deliver this program in-house to groups nationwide.

Choose a duration that suits you best, from a one-hour presentation to a multi-day workshop.

We boost this program's power by tailoring the content to your needs. Tailoring is mostly for free and always economical.

Call us on 1300 655 098 for a quote or send us an email on info@icml.com.au.