

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 done?

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.

In-house group training or coaching

Let us deliver this program within your company.

The advantage of in-house delivery is that we can tailor the:

- *content* to suit your organisation's needs
- *delivery* to reflect your procedures, values, examples and terminology. This enhances relevancy and application back to the workplace
- *duration* to suit the availability of your team members and your budget.

Tailoring is mostly for free and always economical as costs are based on a per day delivery and not per participant.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au.