

The Tyrant of Time

“Where has the day gone?”

Standing in front of his entire company of 65 employees, the owner looked around at every single one and told them they'd just been given 50 techniques to save time during their working day.

He then said he believed they could all save one hour each day, very day.
And they all agreed.



Time Management is Really Self Management

This action-packed day provides sound strategies so you can 'find the time'

Part 1. Tackle Time Challenges

- Increase your understanding of the Four Learning Styles and how that impacts on your time management ability
- Discover the Procrastination Action Plan and how you can diminish this behaviour
- Use these 8 Platinum rules to gain control of your day

Part 2. Time-tested Techniques

- Workshop the Four Quadrants and gain greater clarity about where you are leaking time
- Prioritise your daily tasks so you always do the things that matter FIRST!
- Dare to delegate. Everyone knows WHY they resist delegating and one of those reasons is they don't know HOW to delegate. Find out the five step process to delegating and getting stuff done
- Saying NO! just doesn't work sometimes, so use this diplomatic way to tell others NO!

Part 3. Personality Matters

- Develop your understanding of why people behave the way they do, why you behave the way you do and how that dramatically impacts your time management skills

Part 4. Delete Email Overwhelm

- Solid strategies to handle your inbox so you can do your job with less stress
- Discuss 'netiquette' and what it should be for your organisation.

This **Australian Academy of Leadership** Time Management workshop is the result of over 35 businesses and organisations declaring their preferred objectives for their team learnings.

We are **specialists in customising** topics to suit your specific objectives, so simply state your objectives and your workshop will be built that way. *EMAIL today and discuss your business needs.*

