



# PERSONAL PRODUCTIVITY TIME & PRIORITY MANAGEMENT

This full day workshop will provide you with practical skills and strategies to effectively evaluate your productivity and determine effective ways to manage your time.

## Course covers

- Time management tools and systems best suited to your work style
- Goal setting and priority management
- Understand procrastination and ways to stop it
- Learn how to say 'no' and handle interruptions
- Delegation made easy
- Meeting management
- Use Technology to help you be more productive
- Organise and de-clutter your workspace

## What to expect

This practical course will give you the tools to work more effectively, feel in control and be confident to try new methods.

## Don't have time to attend a course?

Talk to us about one on one coaching available at your desk!

## Other Course Options....

Ask about training dates for other Live It courses including:

- Powerful presentations
- Train the trainer
- CV writing and Interview skills
- Coaching in the workplace
- Recruitment 101
- Develop engagement through strong recruitment

All our training can be tailored and run in-house

What others say...

***"A fantastic all round course on how to manage all parts of time management and personal effectiveness"***

***"A knowledgeable and insightful day. I have learned many techniques to take away and use to create a more productive workplace"***

### **Course dates:**

Wednesday 12<sup>th</sup> Oct

HRINZ Head Office  
Level 1, 11 Chews Lane  
Wellington CBD

### **One on one coaching:**

Tuesday 11<sup>th</sup> October

### **Trainer:**

Jenny van Workum

### **Investment:**

**\$495+GST**

Full Catering included

### **Register today:**

enquiry@liveit.co.nz

Phone: 021 2076969

www.liveit.co.nz