



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 course is highly participatory, practical and you will be given the tools to enable you to work more effectively, feel in control and 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!

What others have said...

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

Our course dates

Tuesday 6th September
Tuesday 1st November

St John,
93 Seymour St,
Blenheim

Investment:

\$395+GST
Full Catering included

Use your NZTE Capability
Development Vouchers

Register:

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