

Time Management



We recognise your time is a precious resource, which many of us tend to run out of – all the time. Yet, we all have the same amount of time, so how is it that some of us use it more wisely than others. Some people are able to get more done, achieve better results, effectively balance work and home life and manage to keep stress at bay. Some people manage their time more effectively than others - how about you? Could you be more productive, less stressed, fill your days more constructively?

Making the most of your time requires some discipline; it also requires you to learn and implement effective strategies. You will get:

- ▶ Ideas and strategies to manage daily/weekly and monthly tasks
- ▶ New ways for prioritising projects, people and priorities
- ▶ The opportunity to identify routine tasks and plan for these
- ▶ To leverage your personal efficiency strengths and peak energy times
- ▶ Strategies to manage others expectations
- ▶ Clarity around the difference between intention and promise



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HUMAN RESOURCES | TRAINING | RECRUITMENT

INNOVATION AT WORK

Time Management

Tangible Outcomes

Part 1

- ▶ Discover why managing your time is important to your reputation
- ▶ Understand personal efficiency
- ▶ Develop the right attitude
- ▶ Evaluate and understand work habits
- ▶ Create the right environment
- ▶ Establish routines
- ▶ Stop procrastination



Part 2

- ▶ Understand importance and urgency and the impact this has on us
- ▶ Apply tools and processes to improve planning, prioritising, motivation and results
- ▶ Explore roadblocks to achieving maximum capacity
- ▶ Learn about the importance of personal accountability, managing expectations and keeping promises
- ▶ Encourage team interaction and collaboration of issues and opportunities
- ▶ Identify what you can do individually and as a team to improve results

Duration 1 Day (9am to 4pm)

Investment \$445 per person

Customisation

TP Human Capital can customise the program so that it directly relates to your workplace. After consultation and discussion aimed at gaining an in-depth understanding of your specific business needs, TP Human Capital will design a tailored programme based on your work environment. Certified facilitators then guide your team through an engaging and interactive workshop exploring the keys to **Time Management**.

For more information or for a tailored proposal please contact TP Human Capital on 4772 3800

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INNOVATION AT WORK

Call Us Now!

07 4772 3800

training@tphumancapital.com.au

www.tphumancapital.com.au