

# Effective Time Management

Time is your MOST valuable resource, so how are you spending it? Have you ever felt there just isn't enough time in a day to do everything? Why do some people work more effectively than others while having more time?

Understanding and mastering Time Management is an integral part of your success. If you are feeling overwhelmed, stressed and always being reactive towards your work, then this course can help you.

## In this half day seminar you will:

- Review your current Time Management
- Identify your key tasks
- Learn the value of time
- Understand the effects of poor time management
- Prioritise
- Plan your days in advance
- Increase your efficiency

And much, much more!

## About the speaker

Our Training Facilitator has over 3,000 hours of training experience, extensive business and marketing experience and is a specialist in his field. He conducts his training sessions with passion, enthusiasm and purpose.

"At **Totally Focussed Training** we don't believe in any quick fix remedies. Our goal is to have our clients leave with tools that will help them change their lives."



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*"focus creates opportunity"*

Contact Us

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