

Working with priorities & managing your time



Overview: This half day workshop provides insights into effective use of prioritising practices. Working with the knowledge and skills of the participants to improve their time management approach in their daily and weekly business operations, we focus on the ultimate goal to work smarter not harder.

Aim: To enable participants to identify the issues that prevent their effectiveness, and develop a range of techniques to better manage time.

Personal Time Management

- Define efficiency and effectiveness
- Target the time wasters
- Identifying your approach to interruptions

Prioritising your Workload

- Identifying your energy cycle
- Planning the things that are important
- Working with a system

Action Planning for change

- Identifying areas for change to achieve job satisfaction
- Minimising the crises with planning & preparation.

Presented by Catherine Logue

Catherine has been involved in the training sector for 27+ years. Her qualifications in education and business provide a balanced and innovative approach to training. She delivers nationally accredited courses as well as designing and delivering workshops for the corporate sector.



Her talent in facilitation has seen her present overseas in Los Angeles, Montreal, Auckland and Las Vegas. Nationally her clients include Australia Post, Dept of Transport, University SA, University Adelaide, PMA Australia, PMA International, IPI USA, ESCOSA, Southern Health, City of Tea Tree Gully, Pacific National and Haigh's Chocolates..

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