

Time Management - Creating Smart Habits

With the frantic pace of the current work environment it's hard not to get overwhelmed by the volume of tasks at hand. You know you need to prioritise and minimise time wasters. But do you ever look back at your incredibly busy day and wondered what you have actually achieved?

After this fast paced and highly efficient program, you'll feel re-energised to manage your priorities and those of your stakeholders. You'll look forward to dealing with distractions, managing people's expectations and being highly productive.

Audience

This time management training course builds smart habits for anyone who feels the day is too short and wants to gain more control over an overload of tasks, requests and demands.

We offer this program in two 3-hour sessions in successive weeks. You can attend this program from anywhere: your workstation or from home.

Outcomes

Learn how to:

- Identify and tackle time gobblers and wasters
- Set clear and achievable goals and objectives
- Prioritise tasks and activities
- Use a list to never forget a task again
- Make a plan to work smarter and stick to it
- Tackle procrastination
- Be assertive to demands
- Take control of your email
- Create smart habits.

Virtual workshop

\$ 395 + GST

Electronic editable participant manual and PDF certificate included.

Small group sizes

We limit the group size to 8. This means the workshops are highly interactive and we'll be able to focus on your personal challenges.

Dates

Two 3-hour sessions: 9.30am to 12.30pm

- Thursday 25 February and 4 March 2021 (AEDT)
- Thursday 20 and 27 May 2021 (AEST)
- Tuesday 31 August and 7 September 2021 (AEST)
- Wednesday 24 November and 1 December 2021 (AEDT)

Please check our [website](#) for the latest dates.

You will need

- A device with a camera – preferably a laptop or desktop.
- Good internet access.
- A quiet room.

Book a virtual workshop

Choose between:

- Call 1300 655 098
- Send us an email at info@icml.com.au.
- Complete our [online booking form](#).

Virtual group training or coaching

We deliver this program virtually to groups nationwide.

Call us on 1300 655 098 for a quote or send us an email on info@icml.com.au.

Virtual workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

How to book

Choose between:

- Call 1300 655 098
- Send us an email at info@icml.com.au.
- Complete our online booking form.

Tailored group training

Ask us how we will tailor this program to your organisation or team. Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au.

