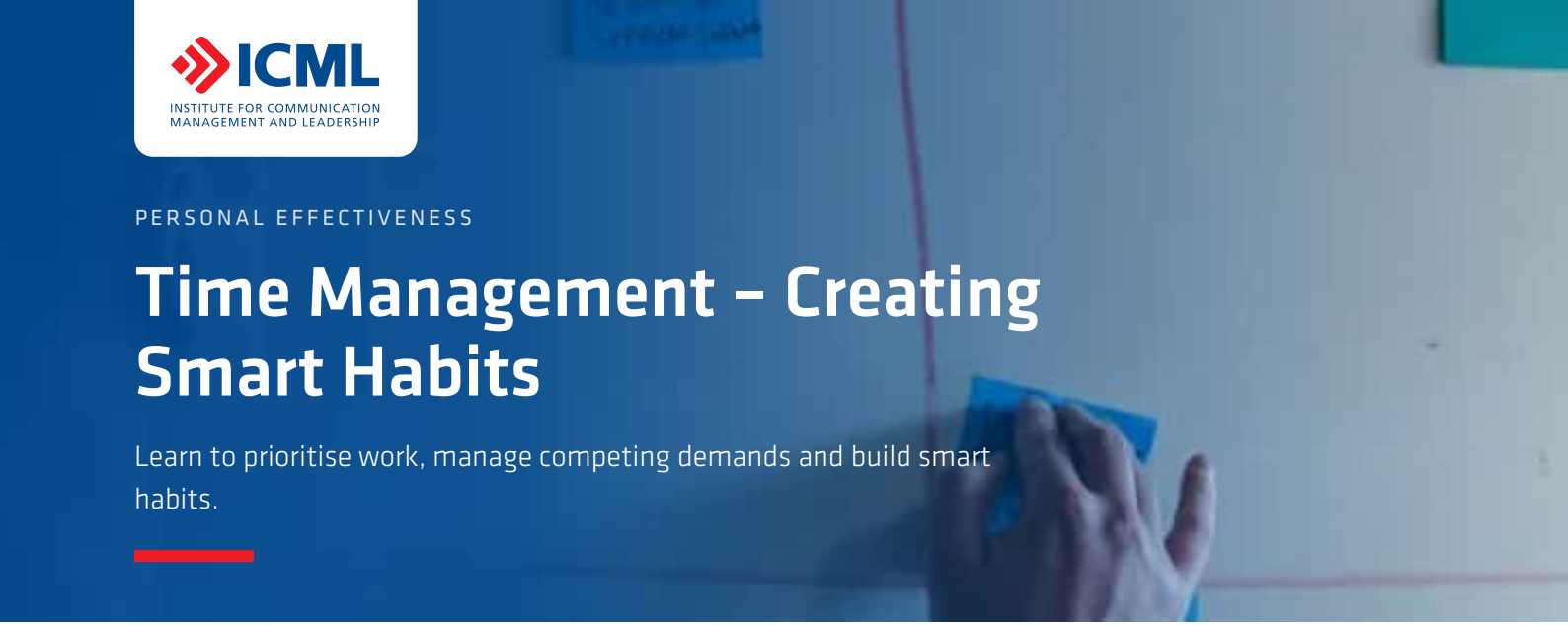
ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



PERSONAL EFFECTIVENESS

Time Management – Creating Smart Habits

Learn to prioritise work, manage competing demands and build smart habits.

WHO IT'S FOR

Employees who juggle competing demands and want to use their time well.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Prioritise work against what matters most
- Plan your day and week and protect time for focused work
- Manage interruptions, email and competing demands
- Say no or negotiate deadlines without damaging relationships
- Build daily habits that make good time use automatic
- Stay productive when working from home or in a hybrid team

ABOUT THIS PROGRAM

Most people know the tips, yet the inbox, the interruptions and the long to-do list still win. Our time management training goes further: participants look at how they spend their time now, decide what matters most, and build habits that make productivity structural rather than a matter of willpower. They plan their week, protect focus time and leave with routines they can start on the next working day. Teams also agree shared norms for meetings and messages.

Tailored to your organisation

We build in the demands, systems and working arrangements in your organisation, including remote and hybrid work, so the habits fit the way your people work.

> "Loved Mechelle's presentation and facilitating style – this course was excellent!"
>
> Hub Australia – Ryan

Talk to us about this program

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Enquire online