

Time Management

Get Organised for Peak Performance



Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption.

This workshop will help you get a grip on your office space, organise your work flow and delegate some of your work to other people.

This **one-day workshop** will also help you organise and prioritise for greater workplace efficiency. The workshop is full of ideas for organising your work area and your paperwork and working on the “right” things.

Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

How You Will Benefit

At the end of the workshop you will be able to:

- Better organise yourself and your workspace for peak efficiency
- Understand the importance of, and the most useful techniques for, setting and achieving goals
- Identify the right things to be doing and develop plans for doing them
- Learn what to delegate and how to delegate well
- Take control of things that can derail workplace productivity

What You Will Cover

- The power of change
- Understanding yourself
- Setting goals
- Planning
- Setting a ritual
- The four D’s and STING
- Organising your workspace
- Organising your files
- Managing your workload

What’s Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!

REGISTRATION FORM

Get Organised for Peak Performance

Participant’s name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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