

# Work Smart – Manage Your Time

**2018 DATES:**

**5 April | 26 July | 18 October**

Stop Watch is about effective time management, improved efficiency and therefore improved results. An analysis of the participant’s goals, use of time, and work patterns, are part of the planning process toward their organisation of work flow. This will be completed on Stop Watch.

This workshop will focus on prioritising workload demands. From everyday activities of arranging client or internal meetings and appointments, to allocating time for new business development, this workshop provides guidance in handling this time effectively.

<p><b>Objectives</b></p> <p>Setting smart objectives            Realising strategy and action plans            Accountability (KPI’s)</p>	<p><b>Personal Leadership</b></p> <p>Motivation            Pro-activity/Procrastination            Why change &amp; the path to change            “Do it” steps</p>	<p><b>Prioritise and Organise</b></p> <p>Time Management Matrix</p>
<p><b>Delegation</b></p> <p>The delegation model            How to effectively delegate</p>	<p><b>Self Management</b></p> <p>Interruptions (office/telephone)            80/20 rule            Paperwork            Daily/Weekly Plans            How to gain 5 hours a week            Writing personal action plans</p>	<p><b>Communication</b></p> <p>How we differ in managing time            Communication to get action            Other’s beliefs on time</p>

**Follow-Up** is proven to be a critical success factor of initial workshop investment. We will follow-up with each individual at a **‘Fitness Check.’** This personalised 1on1 training session will be four weeks post-workshop and ensure the skills learned are being demonstrated in the workplace.

**Workshop and Fitness Check: \$1,150.00 +GST per person**

**Workshop only: \$850.00 +GST per person**

**ProFormance Workshops:** ProFormance workshops are limited to a maximum of eight attendees so participants receive one-on-one coaching and active involvement in an optimal learning environment with colleagues from similar industry backgrounds.

**Central Location:** The workshops will be held in a central Auckland location and includes all materials and refreshments.