

Work Smart – Manage Your Time

2019 DATES:

4 April | 25 July | 17 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>Objectives</p> <p>Setting smart objectives Realising strategy and action plans Accountability (KPI's)</p>	<p>Personal Leadership</p> <p>Motivation Pro-activity/Procrastination Why change & the path to change "Do it" steps</p>	<p>Prioritise and Organise</p> <p>Time Management Matrix</p>
<p>Delegation</p> <p>The delegation model How to effectively delegate</p>	<p>Self Management</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>Communication</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.