

# Time Management

## “Work Smarter Not Harder”



**TCCI**  
Invigorating Business



### Workshop

### Description

*invigorating*

#### WHEN:

##### Launceston

Tuesday 9 March  
9:00 - 1:00pm

##### Hobart

Tuesday 20 April  
9:00 - 1:00pm

##### Launceston

Tuesday 3 August  
9:00 - 1:00pm

##### Devonport

Wednesday 4 August  
9:00 - 1:00pm

##### Hobart

Tuesday 28 September  
9:00 - 1:00pm

#### COST:

\$175.00 (+ GST)  
Members

\$195.00 (+ GST)  
Non-Members

Most of us are working longer hours, but are we working as efficiently and effectively as we can?

In this course you will learn specific skills and develop the level of self awareness needed to manage it effectively.

This session will help you analyse how to spend your time and then develop processes to achieve greater output with less stress, thereby regaining more control over the time you have.

#### Who should attend?

Any person who would like a better understanding of good time management techniques and tools to achieve from the time they have, both in their work and personal lives.

#### CONTENT

##### Learn How to:

- Assess your current time usage in the workplace.
- Identify major time wasters and priorities on your time.
- Understand good time management techniques.
- Identify the steps to better time management.
- Develop processes to be more effective and efficient.
- Overcome procrastination and time wasting.
- Understand and delegate successfully.
- Understand the different types of work instructions and when to use them.
- What constitutes good workplace communications.
- Basic project skills.
- Understand how investment in time and task management efforts will generate greater productivity.
- Say “No” effectively & prioritise.

#### TCCI Training Locations

**Hobart** - TCCI 30 Burnett Street North Hobart phone 62 363600

**Launceston** - TCCI 68-72 Cameron Street phone 63 311144

**Devonport** - Adult Education 119 William Street

# Five easy ways to register Time Management

1

## Email

judy.phair@tcci.com.au

2

## Registration hot line

03 6236 3600

3

## Fax

03 6231 3692

4

## Postal address

Training Department

TCCI, GPO Box 793 Hobart Tas 7001

5

## Registration form

**Photocopy - complete details then fax or email**

**Contact Name:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail: \_\_\_\_\_

**Participant 1:** \_\_\_\_\_

Session title: \_\_\_\_\_ Session date: \_\_\_\_\_

Location (Hbt/Lton/Dev): \_\_\_\_\_ Participants Position: \_\_\_\_\_

**Participant 2:** \_\_\_\_\_

Session title: \_\_\_\_\_ Session date: \_\_\_\_\_

Location (Hbt/Lton/Dev): \_\_\_\_\_ Participants Position: \_\_\_\_\_

**Participant 3:** \_\_\_\_\_

Session title: \_\_\_\_\_ Session date: \_\_\_\_\_

Location (i.e. Hbt Lton NW): \_\_\_\_\_ Participants Position: \_\_\_\_\_

**Half day training session:**

**\$175 (+gst) Members \$195 (+gst) Non Members**