

# TIME MANAGEMENT

One Day Seminar

9am - 1pm, Wednesday 1 September 2010

Cost: \$125

*“Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.”*

What are you currently doing to manage your time?  
What could you be doing better?

Learn how to:

- plan and prioritise each day's activities in a more efficient, productive manner
- overcome procrastination quickly and easily
- handle crises effectively and quickly
- organise your workspace and workflow to make better use of your time
- delegate more efficiently
- use rituals to make your life run smoother
- plan meetings more appropriately and effectively



This course will take place at Hotel George Williams,  
317-325 George Street, Brisbane

To register, contact us via [training@worklinks.com.au](mailto:training@worklinks.com.au)  
or call us on **07 3265 3447**.

