

# Working Smarter: Planning & Time Management Skills

21 Nov | Online

Workshop



## Grab your schedule by the reins and learn how to cater your workspace to your needs

- Gain long-lasting skills to tackle procrastination
- Learn strategies that will transform your efficiency
- Build a time management system that works for you
- Define SMART goals aligned with organisational priorities

### THE AGENDA

#### Workshop

21 NOV | 9:00 - 4:30

- Understanding the Art of Time Management
- Setting realistic goals aligned with yourself and your team
- Techniques and strategies to optimise your day
- Maintaining structure under pressure

### YOUR FACILITATOR

Barbara is the lead trainer and coach in Time Management and she is a recognised leader in Stress Management. As an experienced coach, speaker, columnist and facilitator, Barbara assists people to unclutter mess, make order from chaos and swap the shackles of overwhelm for freedom. Barbara's clients move from the relentless hamster wheel to waking inspired, motivated, making decisions with purpose and achieving peak performance.



**Barbara Clifford**  
Productivity & Time Management Expert  
The Time Tamer

### GROUP DISCOUNTS

3 - 4 Attendees

**10%**

5 - 7 Attendees

**15%**

8 - 9 Attendees

**20%**

10+ Attendees

**25%**

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Ends 27 Oct

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Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone

Delegate Information

Table with 5 columns: #, Title, Full Name or TBA, Position, Email. Rows 1-10.

Pricing

Pricing options: Rapid Action (Save \$600), Value Plus (Save \$400), Super Saver (Save \$200), Early Bird (Save \$100), Standard Rate. Includes group discounts table.

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only.

Payment Details

Payment is required prior to attending this event

Payment form with sections for Credit Card Details, Electronic Funds Transfer (EFT), and purchase order information.

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