

# Working Smarter: Planning & Time Management Skills

2 Oct | Online

Workshop

## Unlock your productivity potential - Proven strategies to elevate your efficiency, streamline tasks, and conquer

- 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

2 OCT | 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

**20%**

8 - 9 Attendees

**25%**

10+ Attendees

**30%**

### BOOK NOW AND SAVE

Rapid Action

**Save \$600**

Ends 28 Jun

Value Plus

**Save \$400**

Ends 19 Jul

Super Saver

**Save \$200**

Ends 13 Aug

Early Bird

**Save \$100**

Ends 30 Aug

Call +61 2 8239 9711 **Priority Code - I**

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: Ends 28 Jun (Rapid Action, Save \$600), Ends 19 Jul (Value Plus, Save \$400), Ends 13 Aug (Super Saver, Save \$200), Ends 30 Aug (Early Bird, Save \$100), Standard Rate. Includes Group Discounts table.

Conditions: Group Discounts apply for bookings made simultaneously. Note: All prices listed in Australian Dollars.

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.

Authority

Authorising Manager's Details: This registration is invalid without a signature

Authority form with fields for Name, Position, Phone, Email, Signature, Date.

Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

Registration Policy: If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost.

Liquid Learning Group Pty Ltd takes all care to produce high quality events that deliver as promised. All advertised details are correct at time of publishing.

accepts no responsibility for reliance on such information and recommends that its clients seek further professional advice. Privacy Statement: Liquid Learning Group Pty Ltd is committed to your privacy.