

80:20 Time Management

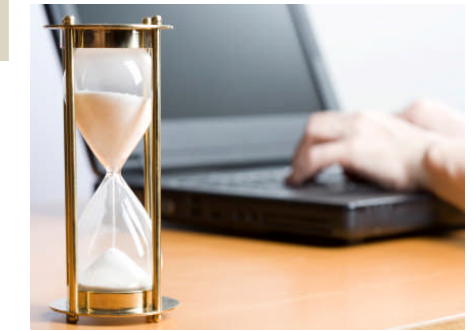
It is well researched that 80% of what we achieve is attained in 20% of time and that most of what we do in our busy day is of low value!

Traditional time management assumes that we know what is and what is not a good use of our time but this is not a safe assumption!

The 80/20 Time Management program helps people to identify and then duplicate the 20% that is giving 80% of the result and eliminate the 80% of activities that give 20% of the result.

Traditional time management programs focus heavily on tools to manage tasks with not enough time spent on developing the processes. This program will focus on the processes that, when implemented achieve enormous gains in productivity.

“A dream is just a dream. A goal is a dream with a plan and a deadline.”
Brad Hanson



Topics Covered include

- ✓ Understand & implement the 80:20 rule
- ✓ Goal Setting
- ✓ Identifying work that is important not just urgent
- ✓ Developing Dynamic To Do Lists
- ✓ How to determine priorities and make decisions on the run
- ✓ Developing Work Flow Processes
- ✓ Managing communications and the email 'in-box'
- ✓ How to make productivity tools work for you

Who should attend?

This program is designed for the busy professional and is guaranteed to reduce your workplace stress!

***The 80:20 program is designed & delivered by:
Rob Golding our leading expert in
productivity improvement and effective time
management.***

Program Outcomes

- ✓ Improved Productivity
- ✓ Greater Feeling of being in Control
- ✓ Reduced Stress
- ✓ Greater Sense of Achievement
- ✓ Less Reactive more Proactive
- ✓ Annihilate time wasters
- ✓ Set achievable goals

Learning Options

½ DAY WORKSHOP plus **Coaching session** at candidate's place of work plus **six months E coaching and monthly Tip Sheets.**

\$295.00 plus GST or,

INDIVIDUAL COACHING includes initial 2 hour session followed by follow up 1 hour session at candidate's place of work plus **six months E coaching and monthly Tip Sheets.**

\$495.00 plus GST

Contact CAL for more information E: admin@collegeforadultlearning.com.au P: (03) 9733 0554
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