



progresspeople

Thriving Leaders. Thriving Lives.

Time & Self-Management

Workshop: Time & Self-Management

Duration: 1-Day

Investment: POA

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Workshop Overview

Time & Self-Management focuses the learner on values based self-management. We all have days where we feel overwhelmed by the number of tasks and commitments that we are facing. In this workshop you will learn how to plan for a more successful and productive day and take control of the events and activities that matter most.

Make the time to attend this thought-provoking workshop so you can learn and apply the key disciplines to effective self-mastery. Gain control of those critical events that determine what you achieve in any given day and more importantly, define who you will become in the years that lie ahead.

Learning objectives:

- Plan for a more successful and productive day
- Prioritise the most and least important events for that day
- Delegate more effectively
- Communicate with confidence and conviction
- Say no when necessary
- Enhance work/life balance
- Achieve today's work today

This high energy, professional training experience will challenge attitudes, shift behaviour and inspire a strengthened focus on getting the job done with attentiveness and the determination to see it through to completion.