TIME MANAGEMENT

STRATEGIES TO ACHIEVE "FLOW" IN YOUR BUSY WORK LIFE

Do you feel like each day gets away from you without managing to complete what you planned? This masterclass gives you a chance to pause, have a look at how you're working and adapt.



Do you find yourself wondering where on Earth the time went – you've been busy all day and have very little to show for it. What if, instead, you could minimise distractions, concentrate on the things that give you the biggest results and feel in control of your workload?

To do this, we need to know how to balance urgent and important tasks and still leave time for the unexpected. Planning proactively allows us to block out quality time in our calendars and gives us the clarity to be able to push back on other people's requests or negotiate more reasonable timeframes.

By practicing healthy time management routines, we can minimise overwhelm and maximise the amount we achieve, leaving us time to stop and reflect on our successes. Once these new routines become habit, life feels less chaotic and more in 'flow', giving us the space to do our best work.

Our commitment to giving back
As part of our corporate pledge, we set aside 10% of our revenue to support development opportunities for charities.

KEY COURSE OUTCOMES

- Strategies to achieve 'flow' in your busy work life.
- Knowledge of how to balance urgent and important tasks while leaving time for the unexpected.
- Time management routines to maximise achievement and minimise overwhelm.

THE DETAILS

We offer bespoke facilitation designed to meet both individual and group needs, delivering positive and immediate impact and lasting change in organisations.

Group Size	Up to 12 people
2 Hours	$2750 + GST
Half Day	$3000 + GST
Full Day	$5000 + GST

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