



Priority & Time Management

Benefits to individuals: *Help you get the best out of your time*

Value for organisations: *Help your organisation get the best out of you*

The way in which we use our time has a major impact on the achievement of our personal and business goals. This course is focused on how effective priority management techniques can make a difference to the individual, the company they work for, and their life outside of the work place. Through input from our trainers, self-assessment, feedback, group discussion and practical exercises you will acquire skills and techniques that will have both an immediate and long-term impact on your ability to maximise effective use of your time and resources.

Is this Course right for you?

This course is designed for everyone who wants to be better equipped to succeed in meeting the time-challenges of today's working environment.

Once the course is completed you should be able to:

- Manage and prioritise your work load effectively
- Set S.M.A.R.T.E.R goals and execute successful action plans to achieve them
- Motivate yourself
- Understand your present 'life style balance' and how you want to see it in the future
- Use practical hints and tips for improved productivity.

Course content:

- Our beliefs, habits and values
- Time management and you
- Getting organised
- Practical hints and tips
- Positive action
- Work life balance
- Priority management video
- The way forward

How is the course conducted?

The course conducted as a 1 day workshop session held at MaST's Melbourne location. The session is engaging and stimulating yet relevant to the audience in both style and content by including activities, continual opportunities for discussion, and activities.

Our workshop groups are limited to 12 participants (a minimum of 6 is required), to ensure opportunities for individual attention and an enhanced learning experience.

You will be provided with a comprehensive course manual and ongoing telephone support from the team at MaST.

Course Dates: 9 July & 14 Oct.

Price: \$475 + GST per participant

To book a **Priority Management course**, or to arrange **in-house training**, please call the training team on **03 9520 2599**, or email us at **mast@mastaustralia.com.au** to let us know how we can help you.