

# Time Management

## Overview

Business is becoming more and more fast-paced, with industries expecting more from their employees every day. So, it's vital that we manage our time and make quick decisions on what's important and what's not, ensuring we stay productive and get the most out of our days. This is sometimes easier said than done, and our plan of attack can get lost in the bustle of the day.

Our Time Management workshop helps separate vital tasks from everyday distractions and will give you solid skills and strategies to ensure your precious time is used effectively and productively.

## Course content

- Understand what time management really is and why we all need it
- Create new systems to manage how you spend your time
- Learn how to effectively prioritise your tasks with the Four Quadrants system
- Use the FAST Model to set your time frames
- Learn how to chunk your week based on your energy levels
- Build a Gather & Focus List to keep you on track

### Who's it for

All staff working within Employment Services who wish to improve their time management skills

### Options

**Time:** 2 hours to a full day  
**Delivery:** Easily tailored to suit  
(In-house workshop, webinar, group delivery or individual coaching)



(03) 5461 1254



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