



# Time Track<sup>®</sup>

PERSONAL & PROFESSIONAL EFFECTIVENESS

## Professional Development Seminar

### LEARNING OUTCOMES

- UNCOVER WINNING WAYS TO MANAGE YOUR TIME. LEARN TO GET MORE DONE IN LESS TIME
- DISCOVER NEW WAYS TO FIND FULFILLMENT BY BALANCING A BUSY PROFESSIONAL LIFE AND ESSENTIAL PERSONAL LIFE
- LEARN HOW TO FOCUS YOUR TIME AND ENERGY IN YOUR WORKPLACE ON THE PRIORITIES AND ACTIVITIES THAT YOUR ORGANISATION SEES AS CRITICAL
- GAIN THE FEELING OF "BEING IN CONTROL" OF YOUR TIME AND YOUR LIFE! LEARN THE STRATEGIES FOR GREATER SELF-RELIANCE AND EFFECTIVENESS



There has never been a period like today where the need to be highly organised, effective and in control of your personal and professional time is so critical.

That's why it's ironic that the most common employee time management concern in the Australian workplace today is the problem of being *reactive* rather than *proactive* when working through their email, tasks, customer requests, meetings, projects and other activities. In other words, rather than moving towards a long-term goal or objective, many employees (and many managers) react to external pressures and interruptions and work throughout the day with no actual plan! If you've ever met someone who got to the end of their day and couldn't remember what they actually achieved, you've already identified the issue!

For over 10 years **Time Track**<sup>®</sup> has been the stand-out, one-day personal effectiveness seminar that teaches participants how to reverse this process. Through highly stimulating and interactive participation and self-analysis of their time management and personal organisation, participants learn a series of new, practical systems and processes which they can use, whatever their role on a daily basis.

What makes the **Time Track**<sup>®</sup> experience so different from so many other training seminars is that this program actually delivers everything it promises! In just one day, your people will learn how to achieve higher levels of productivity while balancing their professional and personal lives.

We guarantee that what your people learn and implement will have a profound affect on the way they perform and achieve in the future! If *time* is at a premium within your organisation, and your serious about long-term improvements in everybody's time management, why not take a few minutes to review the **Time Track**<sup>®</sup> program content on the next page!

- ✓ Put things into perspective and work on long-term and short-term tasks.
- ✓ Plan effectively and learn to organise your email and paper work.
- ✓ Achieve better results through effective planning and prioritising.
- ✓ Gain a balance between professional goals and personal time.

# Seminar Overview

# What's Included

## SESSION OUTLINE

(One-Day Program 8:30 – 5:00pm)

### Module 1

#### The Psychology of Time Management

- Understanding the real value of time
- Recognising how stress and time are linked and how you can reduce your stress
- Discovering the psychology of time management
- Creating a higher level of personal control
- Developing a powerful daily planning system that guarantees your personal and professional success
- How to feel in total control, from the moment you start work

### Module 2

#### Powerful Daily Action Strategies

- Creating a powerful prioritising system for getting things done
- Defining workplace objectives using TRIAGE
- Efficiency versus effectiveness
- Learning how to pinpoint your critical work goals
- PEAK ENERGY MAPPING for increased productivity (\*As used by many of Australia's leading executives)

### Module 3

#### Personal Organisation

- The benefits in using a diary for personal control
- Strategies for using Microsoft Outlook®
- How to boost your productivity and control with little-known diary management techniques
- Brilliant techniques to maximise your diary system
- Remember names, numbers and information instantly
- Eliminating desk and office clutter by up to 75%
- How to clear your "in-tray" by 5:00p.m)

### Module 4

#### Managing Information & Interruptions

- Discover how to read reports, memos and documents in half the time and with *speed reading* techniques
- Critical strategies for doubling meeting results
- New ways to make the telephone more productive
- Gain control over workplace interruptions
- Effectively managing e-mail. Insights into making more effective use of the powerful business tool



## EACH PARTICIPANT RECEIVES

Each participant receives a professionally produced, training manual and reference material. In addition, participants receive a password to online e-learning and reference material (where they can access audio coaching files, white papers, posters, and other training materials).

## FREE eCOACHING FOR ALL PARTICIPANTS

To help participants implement all they have learnt at this powerful seminar, they'll also receive access to a 6 month e-Coaching program free!

This unique coaching program starts 14 days after the training.

At the comfort of their desk and at a time which suits them, participants enjoy these eCoaching sessions, as they reinforce all that has been learnt at this development program.



## CERTIFICATE OF ACCOMPLISHMENT

Each participant also receives a customised "Certificate of Accomplishment", to be framed and displayed at their office or home.



## CONTACTING US

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