



This workshop will cover the essential principles of managing time in a holistic way.



Facilitator Mark Riches Dip.Y.W., B.A., Grad. Dip.Ed. & Training (Organisational Change), M.Ed

Mark will challenge you to reflect on what is important and give practical strategies for personal and professional time management.



Workshop overview

- Identifying principles of effective TIME MANAGEMENT
- Establishing Goals, Priorities & Boundaries
- Exploring influence of values & attitudes on our Management of Time.
- Awareness of what we do with our Time
- Tools to Control Time & Tasks
- Understanding what constitutes a 'Time Waster'



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