

## ***Productivity and Time Management*** **One Day Time Management Workshop Including How to Use an Organiser (Paper Diary)**

*Harness the tools to better organise and improve your productivity*

Many people are inefficient at work and at home – failing to plan their day, working towards their goals, prioritising their tasks, delegating etc. This can lead to underachievement, missed deadlines, frustrated sub-ordinates and annoyed managers.

Acorn has a one day Productivity Management workshop to fix those problems – and to start you on the road to becoming more effective. Through use of a multi featured personal organiser (paper diary), practical exercises, and group discussions we will show you how to get on top of your workload and achieve more in your work and personal life.

Acorn will supply the paper diary.

### **This workshop covers the following:**

- Setting goals
- Planning your day
- Using a diary/organiser
- Prioritising tasks
- Delegating
- Communication Skills
- Personal organisation
- Interruptions
- Positive attitude
- Personal goals
- Balancing work and play
- Action plan

### **WORKSHOP METHOD**

Our trainers are world class, with years of experience. They use a range of training methods with strong emphasis on incorporating different learning techniques to ensure the success of each training event. Our training is highly interactive. Small class sizes allow for maximum learning. Personal coaching is also available.

### **IN HOUSE TRAINING**

We can come to your organisation and tailor the program to meet your people's particular needs. Acorn also has a range of customer service programs and other communication skills programs. Each of these can be tailored to suit your staff's skill level and type of work. We have helped organisations from a wide range of industries. Please call John Gleeson to discuss your requirements.

**Testimonials**

“Covers all areas and gives a great chance to improve on all areas of time management and productivity.”

Pamela Randall, ACT Dept of Health

“There are some great tools to assist – I’ve identified my bad habits!”

Public servant, Dept of Defence

## Enrolment Form – Productivity and Time Management

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre: 74 Townshend St Phillip 2606

**Course date:**

**Time:** 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### **Payment Details**

Total price \$595 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ \$545 early bird price (early bird applies up to three weeks before the date of the workshop).

OR

### **Or Valued Customer Program (Two points per booking)**

Total price \$595 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ VCP Points earned = \_\_\_\_\_

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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