



Productivity and Time Management Program **Three Step Personal Productivity Program Including How to Use a Day-Timer Organiser (Paper Diary), and Follow up Personal Consultation**

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.

Unfortunately for a lot of people computer and phone tools are not working as organisational tools – either they are not at their desks during the day, they can't adapt the computer tools to their work or they just need to write things down to see what they have on their plate.

The one day Productivity and Time Management workshop and follow up personal consultation will fix those problems – and to start you on the road to becoming more effective. Through use of a compact multi featured Day-Timer 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 DayTimer organiser.

Step 1 – Productivity and Time Management Workshop

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

Step 2 - Personal Consultation

After the workshop we will visit you at your workplace to review the messages from the workshop and to help you to implement the changes required to improve your productivity. We will help you work from a clean desk and significantly reduce the anxiety of lost and



forgotten tasks. We will help you set up a system to manage the work as it crosses your desk in a way to improve your productivity and keep your manager happy.

Step 3 – On-Going Support

You can come back and redo the workshop at any time in the future. You can also email or ring Acorn with questions and can receive additional personal consultations if required (chargeable)

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

"I always missed my paper diary – I have tried to use Outlook but I need something to take to meetings and when I'm away from my desk – the Day-Timer will be perfect for me"
– Dept of Defence

"Thank you! The Productivity and Time Management course I attended yesterday was excellent. Best wishes" - Helen Marshall - DEEWR

"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

"Excellent workshop – I really needed some skills to focus on my time management – and the diary will be a great help" – ACT Govt

"The personal consultation was great – it really helped me to get organised and working from a clean desk is wonderful." – DIISR

"Thanks Stuart – I feel I am on top of my work for the first time in years" – Defence

"I love my new diary – It will really help me keep on top of all the things I need in my new role" – ACT Govt



Day-Timer Personal Organiser

Your first step into better time management!

The personal organisers featured here include everything you need to excel at time management. It is the perfect way to get started in the Day-Timer system. These value-packed personal organiser kits include a binder, a diary refill, note pads, and other office supplies to help you get (and stay) organised.





Enrolment Form – Productivity and Time Management

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

Venue: Acorn Training Centre: 74 Townshend St Phillip 2606
Course dates:
Time: 9.00 a.m. to 4.45 p.m.

Name of Attendee	Email address	Date(of workshop)
1.		
2.		
3.		
4.		
5.		
6.		

Organisation:	
Branch/Division:	
Address:	
Phone number:	
Fax number:	

Payment Details

Total price \$595 x _____ attendees = \$_____

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.