



TRAINING SESSIONS

PURSUIT
PEOPLE SOLUTIONS

LUNCH & LEARN

Time & Email Management

COURSE OBJECTIVE

For participants to develop an understanding of some basic but fundamental time management and email management principles.

COURSE CONTENT

- Effective Time Management
- Principle Importance Vs Urgent
- Quiz – Are you addicted to urgency?
- Importance Index: 80 – 20 Rule
- Priority Management Matrix & ABC system
- Email Best Practice & Etiquette
- Wrap up and Evaluation sheets

WHO SHOULD ATTEND? *Anyone who would like to:*

- Manage their time more effectively
- More tips and tools and techniques for utilising their time and email effectively
- Experience less stress in coping with their workload.

COURSE RATIONALE

This practical structured session covers the fundamental time and email management principles designed to make our work life easier and our workload more manageable.

CALL TODAY
08 8104 0707

website
www.pursuitpeoplesolutions.com.au

email
linda@pursuitrecruitment.com