



TRAINING SESSIONS

**PURSUIT**  
PEOPLE SOLUTIONS

# LUNCH & LEARN

## Time Management

### COURSE OBJECTIVE

For participants to develop an understanding of some basic but fundamental time management principles and the impact of personality types on effective time management.

### COURSE CONTENT

- Self-Management.
- Principle Importance Vs Urgent.
- Quiz – Are you addicted to urgency?
- Time Management matrix.
- ABC system.
- Time Management personality types with new strategies.
- Wrap up and Evaluation sheets.

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

- Have more tips, tools and techniques for utilising their time effectively.
- Experience less stress in coping with their workload.
- Address personality issue that get in the way of their productivity.

### COURSE RATIONALE

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

 **CALL TODAY**  
**08 8104 0707**

website  
[www.pursuitpeoplesolutions.com.au](http://www.pursuitpeoplesolutions.com.au)

email  
[linda@pursuitrecruitment.com](mailto:linda@pursuitrecruitment.com)