



*PO Box 5307 Wellington  
Ph +64 4 471 0845  
Fax +64 4 471 2182  
Email [info@communicate.co.nz](mailto:info@communicate.co.nz)  
[www.communicate.co.nz](http://www.communicate.co.nz)*

## **Time management:**

### **Taming your time**

Effective time management techniques will enable you to work smarter and achieve more. With ever increasing workloads, the ability to make the best use of your time is crucial to your success.

#### **It is possible to change**

- The two key factors that reflect and solve your time management problems

#### **Building the system from the ground up**

- Catching everything you have to do
- Taking the 'next action' approach

#### **Managing your outputs**

- Goal setting for your multitude of roles
- Planning to reach those goals
- Building the plan into your daily behaviour

#### **Prioritising - the key to personal management**

- How to prioritise your tasks
- What to do about all those important tasks you never quite get to
- What to do when you have too much to do!
- The daily list and using your diary
- Saying 'no' without killing your career

#### **Major time saving techniques**

- Reducing procrastination
- Increasing leverage so you can achieve more with the same amount of time
- How to fight the information deluge and win!
- Techniques for reducing the negative effects of interruptions

#### **Where to from here?**

- Plan for putting the techniques into action back at work and at home