

# Time Management & Effectiveness



## Duration

1 day

## Group Size

Maximum 12 participants

## Who Should Attend

Business Professionals

## Program Outcomes

- Achieve business and personal goals sooner
- Achieve greater success in all areas of life
- Reduced stress associated with getting everything done
- Improved relationships both at work and at home
- Greater ability to focus on priorities rather than the other more distracting tasks
- Increased job satisfaction, morale and staff retention

## Business Challenge

Most professionals are on accountability overload – phone calls, manager requests, customer demands and overflowing inboxes. These are all clamouring for our attention. More often, we feel overwhelmed and exhausted by long hours and competing demands.

Successful people don't get more done, they are skilled at choosing what to do with their time to bring them the results that they want. This takes goal setting, planning and prioritising – the secrets to good time managers.

## Program Overview

The Time Management & Effectiveness Program recognises that we are all individuals. We learn differently, work differently, and succeed using different strategies. There is no 'right' or 'wrong' way to organise one's life or workplace. *Results* are what matter.

This program will provide proven approaches to managing time and at the same time challenge existing principles and break new ground by exploring cutting-edge techniques and methodologies for elevating personal productivity and effectiveness, and the use of that most valuable of resources – time.

*"The Synergy Group developed the course content to specification and managed the delivery and facilitation in a very professional manner. The management team were very complimentary of the program and they look forward to the next phase with their teams going forward."*

*Sales Manager  
IBM*

*"A very informative and practical way to learn, highly effective and I'm walking away with tangible ways to enhance my productivity."*

*Customer Manager  
Top 4 Bank*

More Information

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## Key Components

- Reflection and analysis of current time management practices
- Understanding priority management from an urgency and importance perspective
- Increasing effectiveness through planning based on KRAs or KPIs
- Designing the ideal day and week
- Managing time wasters and procrastination by using tools to deliver the results and 'end effects'
- Using assertiveness techniques to maintain constructive relationships and avoid work overload
- Key success factors to personal effectiveness and productivity
- Top tips for Meeting and Email Management

## Research & Approach

The Synergy research team is regularly applying learning from the Synergy analysis engine, together with the latest time management and effectiveness approaches and techniques to enhance its content and methodologies.

The program enables participants to review their typical daily and weekly planners, and incorporate strategies and skills to dramatically increase their effectiveness.

## The Results

As a result of attending this program, business professionals will be equipped to:

- Apply cutting edge time management strategies to increase effectiveness, results and success
- Develop skills to increase assertiveness to manage priorities and tasks with others
- Take charge by managing interruptions, to increase efficiency
- Use a range of tools that enable you to manage an energy efficient workload