

becoming
more personally
effective



managing
interruptions
understanding your
work style
procrastination
busters

time
is
money

valuing the time
of **others**
and yourself

*Our professional development courses include:
Face to Face • Manager's Toolkit • Building Resilience
Supervisor's Toolkit • Make it Count (Retail, Hospitality)
Time is Money • Meetings that Matter*

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We all have less time than we really need to get things done... or do we? This seminar will switch you on to becoming more time effective.

- Prioritising daily tasks into Urgent -v- Important
- Understanding your personal work style patterns
- Managing interruptions and time wasters
- Procrastination busters
- Setting goals
- Planning time lines
- Using time efficiently
- Valuing others' time
- Building focus and effectiveness

World Rural Women's Day

**Attend an QRWN event and
Go into the draw
To win 1 of 2 free passes to this
regular Integra workshop**

