



TIME MANAGEMENT

HIGH PERFORMANCE TRAINING DAY

What you will learn

The latest and most effective techniques in the following;

- Effective time management essentials
- Principles of time management
- Calculate how much your time is worth
- Identify your time wasters
- Understand what a time budget is
- Prioritise all your activities
- The neuroscience behind planning your perfect day
- 8 habits of highly productive people
- How to massively improve your time management

What you will do

- Analyse your last week's activity
- Re-write last week
- Plan your perfect day, week & year
- Input into your electronic diary
- Define how you can be held accountable for the time plan
- Commit to daily, weekly, monthly, quarterly & annual reviews

When Please contact Richard to book in person

Where Your office or suitable location

Time 4 Hours

Investment \$2,999 (plus GST) which includes all training material, notes and follow up activities.

Contact Richard Mills

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"the only person better than you, is the person
you've yet to become"