



Learning in a Nutshell

1 HOUR POWER LEARNING SEMINARS

Get on Track – Personal Productivity

From Pareto to frogs, this seminar is packed with tips to get yourself back on track! Learn to plan and conquer your goals. Being organised is more than having a to do list, it is about simplifying your life and managing your time wisely

This seminar introduces simple, effective and fun ways to get organised. When life is bombarding you with an overwhelming pile of tasks, you need some simple tools to get it sorted! This seminar is filled with tools and techniques to simplify your life, be more productive and satisfied with what you achieve each day. Topics include:

- Simplifying your life and 'de-cluttering'
- Covey's time management matrix
- Self-discipline and scheduling
- 'Eat that frog'
- Pareto Principle
- 'SMART' goal setting.

VENUE:

MPS Training Centre
Unit 9/141 Flemington Road
Mitchell, ACT

Check our website for course dates

You will spend one hour in this seminar but end up gaining many hours of valuable time previously lost to poor time management.

MPS

training

Book now!

Contact our friendly MPS Training staff today, but be quick as seats are limited!

Ph | 02 6123 0500

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\$55 per person, OR... bring a friend and pay only **\$44 each!!!!**

exceeding expectations