



Learning in a Nutshell

1 HOUR POWER LEARNING SEMINARS

Prioritising, Scheduling and Time Management

Explore tips and techniques for the most sought after skills of any Executive Assistant – getting and keeping others organised!

Prioritisation, scheduling and time management are the essential skills you need to make the very best use of your own efforts and those of your executive. These skills create calmness and space to focus on things that really matter, particularly when time is limited and demands are seemingly unlimited. Topics include:

- Modern prioritisation tools (eg Pareto principle, paired analysis, grid analysis, Covey's matrix)
- Effective scheduling: tools, to-do lists and contingencies
- Time management tools and tips (including electronic tools, modern methods, de-cluttering and 'eating the frog'!

*Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week. **Charles Richards***

VENUE:

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Mitchell, ACT

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