



GLOBALNET ACADEMY

TIME AND TASK MANAGEMENT

ONE DAY WORKSHOP

“Time is more valuable than money. You can get more money, but you cannot get more time.”

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TIME AND TASK MANAGEMENT

This one-day course will provide you with a toolkit of practical ideas and techniques to help you become more productive and feel more in control of your daily life! Participants will learn some of the fundamentals of what it means to “manage time”, as well as explore efficient time and task management techniques like goal setting, task prioritisation and delegation, managing emails, breaking the procrastination habit, and much more.

Leadership, managerial, and prioritisation skills are transferrable, whether you're a two-person business or a member of a large conglomerate.

The workshop will include takeaway tools, tips, checklists and recommendations, to help participants continue to improve their task management and prioritisation skills and embed what they have learned into their personal and professional lives.

TARGET AUDIENCE

This course is suitable for anyone who would like to understand how to manage their time and tasks more effectively.

WORKSHOP HIGHLIGHTS

- Time vs task management
- Applying time management techniques
- Prioritising effectively
- Understanding and controlling time wasters
- Time management and well-being
- Goal setting

WORKSHOP OUTCOMES

- Learn how to better recognise time stealers
- Learn how to prioritise effectively and focus on what matters most
- Learn how to improve productivity
- Learn how to overcome procrastination pitfalls





ABOUT US

GlobalNet Academy is a small, Tasmanian based Registered Training Organisation, specialising in leadership and management training. With over 20 years experience in the industry, we support individuals and businesses to upskill and develop their core leadership and management skills.

WHY US

Our face to face training helps participants develop their problem solving, critical thinking and leadership abilities to build and reinforce the human skills they need to adapt and change as your business does.

BUSINESS BENEFITS

- Improved individual accountability and performance
- Reduced workplace stress and inefficiencies
- Improved productivity and outcomes
- Improved work / life balance





NON ACCREDITED WORKSHOPS

GlobalNet Academy offers a range of one-day workshops that are perfect for anyone who wants to learn a new skill or expand their knowledge in a specific area. These workshops are designed to provide hands-on, practical training that can be applied in the workplace.

Please feel free to reach out to us for more information, we look forward to hearing from you !



CHALLENGING CONVERSATIONS

Learn to engage in challenging conversations effectively and confidently. How to handle these types of discussions to get the greatest results while preserving good working relationships.



COMMUNICATE EFFECTIVELY

Learn to engage in more effective communication. Explore communicating frameworks, methods, tools and techniques to help you communicate more effectively.



EMOTIONAL INTELLIGENCE

Learn to apply empathy, how to understand, control, and express their emotions using the appropriate language, and to be able to practice EQ skills to help better manage stress and conflict.



MANAGING PERFORMANCE

Learn how to create standards, manage expectations, and hold people accountable so they may become a more effective manager of people.



EFFECTIVE TEAMS

Learn how to engage and work collaboratively with others to lead and manage a team.



TIME AND TASK MANAGEMENT

A toolkit of practical ideas and techniques to help you become more productive and feel more in control of your daily life. Learn the fundamentals of what it means to "manage time"



BUDGETING FOR TEAM LEADERS

Explore the fundamentals of budgeting including budget allocations, setting targets, understanding variances, forecasting and evaluation techniques, and managing budget risk.