



PRODUCTIVITY AND TIME MANAGEMENT

OBJECTIVES

This training is not just about getting more done in less time. It's about feeling satisfied with how you use your day.

The program is designed to support you with accountability and tailored advice to cultivate impactful and sustainable habits that help you approach your time more effectively and last well after the training finishes.

Wouldn't it be amazing if you could leave work on time, having completed everything you set out to achieve that day? It's possible. Armed with this productivity and time management knowledge, you can feel completely satisfied with your day, accomplish everything you need to and still have energy for your family, hobbies and social life.

Key Learning Outcomes:

- Leave work on time using a Buffer Zone
- Learn to say 'No' so that you can say 'Yes' to the right things
- Prioritise and Plan Tasks
- Tackle limiting beliefs that keep you stuck in ineffective work habits
- Fall out of love with keeping busy and stay focussed on goals instead
- Delegate effectively
- Minimise and prevent costly distractions
- Manage your energy to avoid decision fatigue
- Automate with time-saving tools and hacks
- Get your team on board for long term gains

You will learn to creatively approach your schedule with intention allowing you to do your best work, empower others and leave work on time. Previous participants have been able to save up to \$11,000 worth of unproductive time over a year.

Can be structured as a workshop or a series of coaching sessions.

Contact Hannah at hfitzgibbon.nz@gmail.com or by calling 0279780972 to discuss a workshop.