



▶ Time Management Mastery

Learn how to effectively plan and use your time.

How often do you wish there were more hours in the day or hear yourself saying “I don’t have time?” Most people waste many hours every day because of their ineffective time management strategies. Imagine the difference it would make to your business and your life if you only ever spent your time on high-results producing activities.

Time is our most precious resource and in order to develop a successful business you must learn how to manage it wisely. You need to eliminate time-wasters and spend your time on the things that are really important. Prioritisation, effective planning and discipline are the keys to successfully managing your time.

Time Management Mastery is a practical and hands-on workshop where you will learn the tools and techniques that will save you time and money. You will learn how to increase your own productivity as well as implement business systems and tools that will save many hours of unproductive time.

“It has been my observation that most people get ahead during the time that others waste time.”

Henry Ford

You will learn:

- The skills to proactively plan and manage your time
- Techniques for eliminating unnecessary interruptions
- Strategies for managing email
- How to reduce overwhelm and increase your results
- Tools for increasing the productivity of you and your team
- How to stay on top of the important things that will increase the value of your business
- Diary planning techniques to ensure you are focused and effective

This is a hands-on, practical workshop. You will receive comprehensive workshop materials including a detailed workbook and tools that you can immediately implement into your business.

Your Presenter

This workshop will be delivered by Anthea Moffat from Business Fusion. She has in excess of 18 year’s business and financial management experience and has helped many business owners develop more profitable and rewarding businesses. Renowned for her down-to-earth style and passionate delivery, Anthea will ensure that you leave the workshop with the skills, knowledge and tools you need.

Workshop Details

For the date and location visit:

www.businessfusion.com.au
or call us on (08) 9307 9383

Investment:

\$495.00 per person
Discounts for Business Masters Club members

▶ Training to Ignite Passion

▶ Coaching to Enhance Performance

▶ Consulting to Increase Profits

Creating Passion, Performance & Profits

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