

# WORKING SMARTER: PLANNING & TIME MANAGEMENT SKILLS

Grab your schedule by the reins  
and learn how to cater your  
workspace to YOUR needs!



25 NOVEMBER

## KEY OUTCOMES

- ▶ Gain long-lasting skills to tackle procrastination
- ▶ Learn strategies that will transform your efficiency
- ▶ Build a system that works for you
- ▶ Define SMART goals aligned with organisational priorities

## EXPERT FACILITATOR



**Donna Stone**  
Business Consultant & Coach  
Stone Business Consulting

BOOK  
BEFORE  
1 SEPTEMBER,  
SAVE  
**\$400**



**VIRTUAL**

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## ABOUT THE EVENT

Effective planning and time management skills are key to a productive workspace. Through expert facilitation, this workshop will teach you ways in which you can build a time management system that is not only aligned with your organisation but works for you specifically.

This course delves into critical skills to support and enhance a professional working in any functional role or level. It will unpack practical time management strategies, and explore common pitfalls. Attendees will develop skills to better analyse their workloads, prioritise tasks and enhance productivity.

Effective planning and time management not only increases productivity, but helps us to become more confident, less stressed, and better positioned to realise long term personal and organisational goals. This workshop is your chance to transform your schedule and float through it with ease!

## Group Discounts Available!



**25% off  
Standard Rate**  
Team of 10+



**20% off  
Standard Rate**  
Team of 8 - 9



**15% off  
Standard Rate**  
Team of 5 - 7



**10% off  
Standard Rate**  
Team of 3 - 4

## AGENDA

### Effectively planning and prioritising your day

- ▶ Tools to master your priorities and avoid the 'Urgency Trap'
- ▶ Strategies for being on time
- ▶ Learn how and when to delegate to increase productivity
- ▶ Tips and tricks to manage your calendar and emails

### Setting realistic goals aligned with yourself and your team

- ▶ Understand SMART goals (Specific, Measurable, Actionable, Realistic, Timely)
- ▶ How to align your goals with organisational vision
- ▶ Tools to effectively manage milestones and align team schedules

### Assertiveness and optimising your schedule

- ▶ Manage short meetings and optimise online delivery
- ▶ Identify time wasters and strategies to mitigate them
- ▶ Understand when and how to say 'no'
- ▶ Strategies for effective decision making

### Maintaining structure under pressure

- ▶ Practical tips and tools to improve your multitasking skills
- ▶ Effective communication skills to manage interruptions
- ▶ How to stay focused and minimise procrastination
- ▶ Mitigate stress by setting daily rituals for better self awareness

## YOUR FACILITATOR

Donna has 30+ years experience with professionals, improving their performance and bottom line; coaching them to have a work life they love. She works with leaders, managers and senior executives in mentoring them to achieve the optimum in their careers. Donna is passionate about helping clients walk away with clarity, focus and a clear course of action to ensure they reach their full potential. Through her 7 books, numerous eBooks, newsletters and international speaking, she shares decades of knowledge with those who want to improve their professional and personal lives.



**Donna Stone**  
Business Consultant & Coach  
**Stone Business Consulting**

# Working Smarter: Planning & Time Management Skills

25 November 2022

Virtual

# Booking Form

Event Reference: PTMS1122A - O

Priority Code: I



## Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone



## Delegate Information

# Title Full Name or TBA Position Email

1  
2  
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10



## Your Investment

### Options (per person)

Options (per person)	Rapid Action Rate Register and pay by 1 September	Value Plus Rate Register and pay by 15 September	Super Saver Rate Register and pay by 6 October	Early Bird Rate Register and pay by 27 October	Standard Rate
Qty Workshop	\$1195 + GST = (\$1314.50)	\$1295 + GST = (\$1424.50)	\$1395 + GST = (\$1534.50)	\$1495 + GST = (\$1644.50)	\$1595 + GST = (\$1754.50)
Discounted off standard rates :	<b>Save up to \$400</b>	<b>Save up to \$300</b>	<b>Save up to \$200</b>	<b>Save up to \$100</b>	All Prices listed in Australian Dollars

Group Discounts Available:

10% off Standard Rate  
Team of 3 - 4

15% off Standard Rate  
Team of 5 - 7

20% off Standard Rate  
Team of 8 - 9

25% off Standard Rate  
Team of 10 +

TOTAL incl GST

**Conditions:** Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Rapid Action, Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.

**Note:** Course materials included. Registration Options are per person only.



## Payment Details

Payment is required prior to attending this event.

Credit Card

Cheque (payable to Liquid Learning Group Pty Ltd)

Electronic Funds Transfer

Please invoice me:

Purchase Order No. #

### Credit Card Details - Please charge my credit card for this registration:

Card Type  Visa  MasterCard  American Express

Note: 2% surcharge applies to American Express payments

Card Number Expiry /

CVV Full Name as on card

Cardholder's Contact Number

Signature

X

### Electronic Funds Transfer (EFT)

Please transfer funds directly to:  
Westpac Account Name: Liquid Learning Group Pty Ltd  
BSB: 032 002  
Account No: 407 273  
SWIFT Code: WPACAU2S

Amount

Please quote ref PTMS1122A - O and registrant name



## Authority

Authorising Manager's Details: This registration is invalid without a signature

Name Position Phone

Email Signature Date

X

Email this form to: [registration@liquidlearning.com.au](mailto:registration@liquidlearning.com.au) or Call us on: +61 2 8239 9711

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