

# Time Management

## Smarter not Harder

### Professional Development Series

#### **COURSE OVERVIEW**

**Efficient time management is crucial for productivity and job satisfaction.**

Our online course on the fundamentals of time management in the workplace teaches you how to work smarter, not harder. Learn techniques to prioritize tasks, streamline your workflow, and make the most of your time to achieve better work-life balance and increased productivity.

Key Takeaways:

1. Understand how to prioritize your tasks effectively. Learn methods such as the Eisenhower Matrix and the ABCDE method to identify urgent and important tasks, ensuring you focus on what truly matters.
2. Discover strategies to streamline your workflow and eliminate time-wasting activities. Learn about time-blocking, batching similar tasks, and using productivity tools to optimise your daily schedule and improve efficiency.
3. Gain insights into balancing your professional and personal life. Learn how to set boundaries, delegate tasks, and manage your time to reduce stress and enhance your overall well-being.

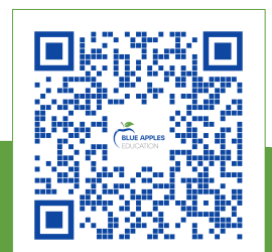
Master the art of time management and transform your approach to work.  
Enrol today and start working smarter for a more productive and balanced life.




Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



#### **PRICING**

**\$55.00**  
(+GST)



 +61 7 5537 7881  
 [admin@blueappleseducation.com.au](mailto:admin@blueappleseducation.com.au)  
 [www.blueappleseducation.com.au](http://www.blueappleseducation.com.au)



Version 1.0 dated 1 July 2024