

Time Management Training

[Date: Wednesday 16-March 2005 &

Wednesday 30-March 2005

Time: 7:00am sharp—9:45am

Where: TEDC Office (Post Office Centre)

Cost: \$30.00 members/\$40.00 non

(Breakfast included)

What benefits will I Obtain?

- How to set achievable goals working to time constraints
- Understand your expectations and how to ensure you meet these.
- Tips and handouts
- Workbooks to reflect on
- Personal growth

Who Should Attend?

- Anyone juggling personal and professional aspects of life

How is it run?

- Power sessions are designed to motivate and inspire in an interactive adult environment

What should I bring?

- Ensure that you have a good nights sleep
- Your personal and professional set of priorities in order of importance

Please RSVP to Jeanette Sturiale by 11-March on 40926050