

Recognise these?

- Do you need to increase productivity?
- Are distractions greater than ever before?
- Do priorities constantly shift?
- Are others' expectations realistic?
- Is your inbox leading a life of its own?
- Are you working longer than ever before?



Answered yes? You'll find great value in attending this 1 hour presentation.

WorkingSm@rt®

Your Time Matters

When productivity is critical, becoming self-leaders and avoiding information overload are key. This presentation can help you to:

Manage your workloads effectively

Sharpen your Outlook skill set to gain increased productivity

Achieve your goals through greater focus and energy

Know exactly what to do next

Become more Pro-Active and less Re-Active

Focus on the important whilst better managing distractions

Manage your inbox effectively

Did you enjoy this presentation? Ask us about the full-day program!

Additional Presentations

Your Team Matters

For an organisation to excel, it needs to ensure that shared common processes and tools are maximised. This session introduces you to MS Teams, the new tool for teamwork, communication, and collaboration.

Are you Effective or Efficient?

You often hear these terms being thrown around, but what do they really mean? This session provides practical tips on how to achieve a balance of both, and increase productivity.

The Influential Communicator

It is critical to cut through communication static and have the heart of the message received and acted upon. This fundamental session explores communication pathways that mobilise those around you to act.

To Book A Presentation Please Contact Us Via Below Details

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