



WAKENING

— PERSONAL DEVELOPMENT & LEADERSHIP COACHING —

Corporate Seminar - Be a Master of Time

Duration: 3 Hours

This seminar will teach you strategies that will allow you to prioritise what is important, and get rid of the anxiety and other activities that are draining. This will lead to a sense of love for your work, as well as increased productivity. This seminar is not just about managing your time but managing your energy as well.

You can look forward to the following powerful discussion points in this seminar:

Principles of Time Management

These tools and techniques are designed to help you and your team manage their time and energy more effectively, leading to less stress and greater confidence.

Just Get It Done... Now!

End procrastination by creating time lines and adhering to them. This will aid you in taking control of your life.

Being Productive, Not Reactive

The four D's of effective time management include 'Do', 'Defer', 'Delegate' and 'Drop'.

The implementation of Stress and Time Management will lead to more time and less stress, as the relationship between the mind and time is managed. This will lead to you choosing the right actions and thoughts.

Organising My Day into Tight Compartments

Learn how to group activities that are similar, and prioritise what is essential.

Staying Focused - Plan the Work and Work the Plan

Plan the day ahead by eliminating time wasters and staying motivated.