

## Time Management

Don't say you haven't got the time to attend a time management course. We've tailored this half day to meet your needs and correct your Time Management short-falls.

This half day workshop will change the way you view your world and give you a better working perspective of your time.

### Topics covered during this workshop:

- Techniques to prioritise your daily weekly planning
- Set short, medium and long term goals for future success
- Say NO to time wasters and unimportant tasks
- Learn to art of compromise
- Manage your time and manage your life



### Your Presenter: Jan Sky

Jan has trained the People Management module of the TAPS Payroll Management Certificate course for 11 years and has had over 25 years experience dealing with corporates, both individuals and teams. Her wealth of knowledge, experience in the area of time management has been gained by her studies and learnings from clients who range from executives to in-mates in gaol as well as personal achievements.

If you have any enquiries, please contact us.

5/37 Pitt Street, Sydney NSW 2000  
p (02) 9258 2150  
f (02) 9258 2155

1/616 St Kilda Road, Melbourne VIC 3004  
p (03) 9614 0900  
f (03) 9614 2227

[training@payroll.com.au](mailto:training@payroll.com.au)

**Refund Terms and Conditions** | Should you be unable to attend, a substitute delegate is always welcome at no extra charge. Alternatively a full refund will be made for cancellations received in writing 2 weeks prior to the course workshop. A 50% refund will be sent for cancellations received 1 week prior to the course. Regrettably no refunds can be made less than 7 days prior to attendance date.



grow your knowledge

Forwarding the application, either Fax back to: 02 9258 2155 or  
eMail the application to: training@payroll.com.au

**Your Details** PLEASE PRINT

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ P/C \_\_\_\_\_

Billing Address \_\_\_\_\_ P/C \_\_\_\_\_

PH \_\_\_\_\_ FAX \_\_\_\_\_

eMail \_\_\_\_\_

Member No. \_\_\_\_\_

**Scheduled Location 2009** \* (X) selection

Sydney	
<input type="checkbox"/> February 16	9:30am – 1:00pm
<input type="checkbox"/> March 30	9:30am – 1:00pm

**Full Member** \*gst inclusive  
 ½Day Course | \$275.00

**Non & Other Member** \*gst inclusive  
 ½Day Course | \$310.00

**Payment Options**

\*payment must be received prior to course attendance.

- Cheque - payment enclosed       Cheque - invoice required prior to payment  
 Credit Card - details provided below       EFT - invoice required prior to payment

Mastercard      Card No. \_\_\_\_\_  
 American Express      Expiry Date \_\_\_\_\_  
 Visa      Card Holder \_\_\_\_\_  
 Bank Card      Signature \_\_\_\_\_  
 Diners Card