



Time Management

*“Rushing all the time?
Not enough time in the day?”*

Program

- What is Time Management?
- Goals – Company goals, personal goals
- Time wasters
- Time Management Matrix
- Big rocks principle
- Interruptions count
- Unnecessary travel to meetings
- Procrastination
- Delegation
- Reverse delegation
- Emails
- Task Lists
- Scheduling
- Running effective meetings
- Process mapping
- 5S systems

For more information or to register, please contact Deb Redmond, NORTH Link d.redmond@latrobe.edu.au or (03) 9479 3339

NORTH Link invites you to our full-day time management seminar.

The aim of the program is to assist companies to develop a time management plan.

When: **Tuesday 8 May 2018**

Where: **NORTH Link
Building RD1 Conference Centre
2 Research Avenue
La Trobe University
BUNDOORA 3086**

Time: **8.30am – 5.00pm**

Cost: **\$450.00 plus GST**

About the Facilitator



Stephen Grech is the Lean Director of Doing Business Better Pty Ltd which is a process and productivity improvement company based on Lean Thinking principles.

Stephen has implemented a number of Lean, Six Sigma, 5S in the Office and Lean organisational improvement projects in the public and private sectors that has saved business significant time and money.

Stephen a leading expert in optimizing business office processes in the service industry, manufacturing and health care industries.

He has a Bachelor of Economics, Black Belt Six Sigma, Certificate IV in Training and Assessment TAE, Certificate in Mastering Export Marketing, Level 3 accreditation in XeP3 business improvement methodology and a Diploma in Lean Supply Logistics.