

Recognise these?

- Do you need to increase productivity?
- Are you feeling overwhelmed?
- Are distractions greater than ever before?
- Is it difficult to switch off?
- Is your inbox leading a life of its own?
- Are you working longer than ever before?



Your Time and Wellness Matters

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

WorkingSm@rt®

Your Time and Wellness Matters

When productivity is critical, maintaining your well-being and avoiding information overload are key. This presentation can help you to:

- Manage your workloads effectively
- Reduce your stress and create better balance
- Achieve your goals through greater focus and energy
- Sharpen your Outlook skill set to gain increased productivity
- Become more Pro-Active and less Re-Active
- Focus on the important whilst better managing distractions
- Manage your inbox effectively

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.

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