

Time Manager

Using Microsoft Outlook to make better use of your time

With over 25 years' experience, TMI are the global innovators in the principles of Time Management.



Not enough time in the day?
Do you feel out of control and overloaded with emails and deadlines?
Are you simply reacting to events?

Time is a seemingly scarce resource in today's time-hungry business environment.



With this in mind, TMI designed the "Time Manager" workshop, which is an engaging one-day course that provides an environment to learn how to unlock the potential of Microsoft Outlook* to significantly improve your productivity and achieve greater results at work.

Focus is given to setting clear priorities, creating goals, planning your day-to-day objectives, as well as helping you achieve your KPI's.

* Training also available for use with Lotus Notes

Program Overview

The workshop is a combination of presentation and hands-on training covering the following topics:

- An introduction to effective time management
- Successfully managing your email
- Effective daily planning to meet long-term goals
- Managing your "to-do" list for success
- Making meetings more productive
- Communicating expectations to others through the use of "Tasks" and "Calendar" on Microsoft Outlook
- Developing an action plan to aid productivity

Key benefits of the workshop for you and your organisation:

- Improved ability to determine and realise individual and organisational goals
- Improved ability to effectively manage emails
- Provides a framework for managing your tasks - providing a controlled working environment
- Greater group communications, resulting in enhanced team effectiveness

Who should attend?

Anyone who would like to update their skills in the area of Time Management using Microsoft Outlook and who are interested in improving their work-life balance through effective planning, goal setting, and time management.

Investment required

TMI conducts in-company workshops at an investment of \$4,000 plus GST to train a maximum of 10 participants, plus the cost of materials (\$75 plus GST per workbook).

TMI also conducts public workshops throughout the year at an investment of \$625 per person plus GST or \$575 per person plus GST for three or more participants from one organisation. (Please note that these prices are current as at 13 February 2008.)

Want to know more?

For further information, visit our website on www.tmiaust.com.au or you may contact Sara Bidois at TMI on (03) 8687 9050 or email sara.bidois@tmiaust.com.au.