# It’s About Time

## Course Outline

### Description:
Time management is an interesting concept as each of us only have the same 24 hours a day. Stephen Covey, an internationally respected organizational consultant, family expert and author stated ‘the challenge is not to manage time, but to manage ourselves’.

This workshop mixes a number of concepts to address time management through a different lens and perspective.

Come along and be introduced to tools which will allow you to be more effective and find your workplace and home more enjoyable - through time management.

### Content
- Introduction to the Cornerstones of Emotional Intelligence (Ei) as a productivity tool.
- Tips for how to be avoid being derailed during the day.
- Identifying ways to review and reduce unhelpful time management behaviours.
- Tips to reprioritise using self and other awareness.
- Learn ways to be strategic with use of time - personal, home and work.

### Benefits
- Stronger time management skills
- More able to manage daily tasks and demands effectively
- More confidence by building self-management skills
- Less stress and more time to live, love and laugh

### Facilitator
Christine Richardson has nearly two decades of experience, designing and presenting seminars, courses, workshops and training programs within the public and private sector. Committed to Community Education, Christine balances her private training/consultancy work with her role as the Co-ordinator of Tuart College’s Personal Development Department. Her passion in the area of self-management and emotional competency has seen her become a well-respected and highly skilled facilitator who offers a relaxed, friendly learning environment – and some fun.