



MASTER | MULTIPLY YOUR | YOUR MIND | TIME

Course Overview

This training course gets to the heart of what productivity and time management really is by unlocking the secret of why successful people get exponential results while the majority just work harder and harder and only see linear traction.

This course will create a mindset shift away from seeing time as finite to understanding how time can be 'created and multiplied'. It will shift thinking from productivity as 'time management' to productivity as 'self management'. It will empower teams to become masters of their minds in order to be masters of their time.

This workshop will rejuvenate, revitalise, and refresh teams to continue to go after their goals with energy and enthusiasm. As teams discover how to maximise self motivation and drive, they are given practical tools and space to create personal action plans. Teams will leave this training day equipped with the first steps to controlling workload and mindset. This course offers teams an opportunity for a reset and a chance to use their skills and experience to find innovative and sustainable 'best practice' upgrades for the College.

This course will be of benefit for:

- Staff facing heavy workloads
- Staff wanting to be even more productive
- Staff looking for greater work purpose and satisfaction
- Staff seeking to release time to upgrade skills

The course will cover:

- What being more productive looks like today
- What drives how time is spent
- How to form new habits and how to make them stick
- How to sustain personal well being in very challenging spaces
- How to prioritise goals for personal satisfaction and growth

Learning outcomes

By the end of the course you will be able to:

- Take steps to become a multiplier of your time
- Identify your 'procrastination monkey' triggers and action against them
- Create sticky lasting new habits for yourself
- Establish your winning mindset
- Understand how to harness your inner motivation