

Workshop: “How-to” guide to finding more time in your day

Your time. Your staff’s time. What are they worth. What do they cost – really?

WORKSHOP: Nelson, 1pm, 17th May 2018

What you will learn



You will learn a suite of strategies and tools to grow your personal productivity and that of your staff (Time Management):

- Focus – the hidden driver of performance
- Set effective goals and turning them into action
- Set priorities – deciding what’s important vs urgent vs not even worth worrying about
- The power and value of lists and schedules – done right
- Electronic diaries
- Identify and managing interruptions and distractions
- Deal with the blessing and curse of email and social media
- Overcome procrastination

Who should attend



Anyone interested in or responsible for the personal productivity of themselves or other people. That’s just about anyone with any sort of management or leadership responsibility.

Why learning it is so important



Time to get the job done. How is it that some people seem to have more than enough? Yet others can’t get enough. Hard cold truth. None of us can manage time. The difference between the haves and have nots is in the way they organise themselves. Self-organisation comes easily to some – naturally - we might say. But most of us need strategies and tools. That’s exactly what this workshop provides. A suite of strategies and tools for you to choose from – to match your own personal and business needs.

This workshop is about growing personal productivity. Your own and your staff. It’s about getting more done each day without having to work longer hours. We guess that’s one way of working smarter not harder.

Your workshop presenters



Helen and Tony Smale bring an inspiring and creative dynamic to Forté Management's workshops that is specifically designed to turn on the learning centre of the brain.

Date, Fee & Registration

Time & Date: 1.00pm to 5.00pm, 17th May 2018.

Registration: To register, please contact Helen at Forté Management by phoning 0800 43 1010 or emailing helen@forte-management.co.nz

Registration Fee: \$217 + GST per person. Real tea/coffee included!

In-House Options

All Forté Management programmes are also available as In-house options. Please enquire – 0800 43 1010 or helen@forte-management.co.nz

Contact information

Tony and Helen Smale
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Website www.forte-management.co.nz

Your Presenters – qualified, experienced, engaging and motivating

Helen Smale:

Beginning her working career in medical laboratories, Helen subsequently worked in a number of science and management roles in the health sector, dairy processing and aquaculture where she built a world-wide reputation for new-to-the-world innovation and leadership before joining Forté Management fulltime five years ago. Her qualifications include Diplomas in *Training and Development* and *Professional Coaching* and she has completed study in *positive psychology* through Berkeley University. She is a widely experienced, motivating and entertaining presenter who delivers a breadth of knowledge and practical workplace experience.

Tony Smale:

Tony also began his career in medical laboratories where he attained his first management role. Subsequent education and experience in various management and business ownership roles led to the formation of Forté Management in 1991. Tony has a number of qualifications including an MBA (Henley). His specialisation is in the impact of Kiwi national culture on innovation and business performance. He is a highly regarded, captivating speaker, combining the latest in research with a deep understanding of what does and does not work in the Kiwi workplace.