



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

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Time Management

✓ Step 1 – Select Subject

Subject – Time Management

Location – Client site

Prerequisites:

- A requirement to have tools and techniques to be more effective and efficient with managing your time.

What do you get:

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

✓ Step 3 – Contact CTC

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Based on your chosen Subject and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

- ☐ Definitions
- ☐ WIIFM
- ☐ Habits
- ☐ Energy Profile
- ☐ Environment
- ☐ Time Ratio
- ☐ Goals
- ☐ Tasks
- ☐ Priority
- ☐ Schedule
- ☐ Delegation
- ☐ Procrastination
- ☐ Time Wasters
- ☐ Rituals