



TIME MANAGEMENT

WHY ATTEND?

We have email, instant messaging, social media, video conferencing and the smart-phone. But the price of that connectedness is overwhelming!

Important tasks get interrupted and delayed because people are not managing their activity or their projects effectively.

WHAT WILL YOU LEARN?

The focus is on goal setting, prioritising and planning. We cannot manage time – the fact is we all get allocated the same number of hours every day – what we can manage however, is the activity we choose to fill our time with. And this is the secret to high personal productivity.

A Master Builders Certificate of Attendance will be awarded.

COURSE INFO

DATE: 21 February & 16 April, 2018

DURATION: 4 hours

LOCATION: West Perth WA 6005

	Course Fee	Total
Eligible for CTF subsidy		
MBA Member	\$440.00- \$124.00^	\$316.00*
Non-member	\$490.00 - \$124.00^	\$366.00*
Not eligible for CTF subsidy		
MBA Member	\$440.00	\$440.00*
Non-Member	\$490.00	\$490.00*

HOW DO I ENROL?

Complete the [enrolment form](#) and send it to training@mbawa.com or contact Master Builders on 9476 9800.