

Time Management

Seize the Day!

Personal Efficiency and Effectiveness course

There just don't seem to be enough hours in a day to get through our jam-packed schedules. Are you feeling stressed, out of control and looking for a way to efficiently and effectively manage your life?



Let Terry Deacon, an internationally certified project management professional share his secrets with you on how to get things done and yet still maintain a healthy balance between your personal, family and business roles. The **Seize the Day!** experience goes beyond time management – it also addresses your mental, physical and spiritual well-being.

Join **PROJECTPRO's** one-day **Seize the Day!** course and discover how tried and tested project management techniques can make you super-productive through better planning, organizing and controlling of your daily tasks. This course is suitable for anyone who desires to be more efficient and effective with lower stress levels. After attending **Seize the Day!** you could save up to two hours a day of previously wasted time. The course fee includes a manual, worksheets, lunch/refreshments and is a great investment in future prosperity.



Discounts for groups. Courses can be arranged at any location in South Africa.

Remember each day is a building block of the weeks, months and years that comprise the rest of your life!

Seize the Day! features:

- * The Clock and the Compass
- * Ten Golden Rules of time management
- * How to arrest "Time Thieves"
- * Conquer chaos through planning, organizing and controlling
- * Fast-tracking your daily schedule
- * Seven habits of highly effective people
- * Sharpening the saw – stress management
- * Tools, cellphones and computers to maximize productivity
- * Armour to protect yourself against other's bad habits
- * The Power of the Pause – look before you leap
- * Let your fingers do the walking
- * Communication and the art of delegation
- * The Pareto Principle – focus on key performance items
- * Buffers – expect the unexpected
- * Video case studies: The Unorganised Manager; Stress Management.

To cover all this and more in one day, we'll prove to you that our techniques work!

Seize this opportunity now !

2012 Workshop Dates:

2 May 2012, 30 July 2012

Venue: Gauteng

Centurion Lake Hotel.

Other venues and dates: In-house courses throughout Southern Africa can be arranged on sufficient demand (minimum 10 delegates)

Fees per Candidate:

Course held at ProjectPro venue: = R 2 986*

(Includes 1-day workshop, lunch, teas, course manual, and VAT).

* Discount of 10% is offered for third and subsequent candidates on the same workshop and on one invoice.

The full fee is payable one week prior to commencement date. Cancellations/postponements less than two weeks prior to commencement date cannot be made, however substitutions may be made at any stage.

NB. Prices and dates may change, so please enquire before registering, or making final travel and accommodation arrangements

_____ Name
 _____ Company
 _____ Address
 _____ Address
 _____ Order Number _____ Management Approval (Please sign and print name)
 _____ Mobile no. _____ Telephone no.
 _____ Email address _____ Fax no.
 _____ Course Date _____ R
 Registration fee enclosed



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