

## Productivity and Time Management Program

### Personal Productivity Program Including How to Use a Day-Timer Organiser (Paper Diary), and Follow up Personal Consultation

Many people are inefficient at work and at home – failing to plan their day, working towards their goals, prioritising their tasks, delegating etc. This can lead to underachievement, missed deadlines, frustrated sub-ordinates and annoyed managers.

Unfortunately for a lot of people computer and phone tools are not working as organisational tools – either they are not at their desks during the day, they can't adapt the computer tools to their work or they just need to write things down to see what they have on their plate.

The 2 hour Productivity and Time Management coaching session and follow up personal consultation will fix those problems – and to start you on the road to becoming more effective. Through use of a compact multi featured Day-Timer personal organiser (paper diary), practical exercises, and group discussions we will show you how to get on top of your workload and achieve more in your work and personal life. Acorn will supply the DayTimer organiser.

**Booking** – once you book we will ring you to organise a convenient time for the coaching session.

#### Step 1 – Productivity and Time Management Session

##### This session covers the following:

- Setting goals
- Planning your day
- Using a diary/organiser
- Prioritising tasks
- Delegating
- Communication Skills
- Personal organisation
- Interruptions
- Positive attitude
- Personal goals
- Balancing work and play
- Action plan

#### Step 2 - Personal Consultation

After Step 1 we will visit you again at your workplace to review the messages and to help you to implement the changes required to improve your productivity. We will help you work from a clean desk and significantly reduce the anxiety of lost and forgotten tasks. We will help you set up a

system to manage the work as it crosses your desk in a way to improve your productivity and keep your manager happy.

### **Step 3 – On-Going Support**

You can also email or ring Acorn with questions and can receive additional personal consultations if required (chargeable)

### **IN HOUSE TRAINING**

We can come to your organisation and tailor the program to meet your people's particular needs. Acorn also has a range of customer service programs and other communication skills programs. Each of these can be tailored to suit your staff's skill level and type of work. We have helped organisations from a wide range of industries. Please call John Gleeson to discuss your requirements.

### **Testimonials**

"I always missed my paper diary – I have tried to use Outlook but I need something to take to meetings and when I'm away from my desk – the Day-Timer will be perfect for me" – Dept of Defence

"Thank you! The Productivity and Time Management course I attended yesterday was excellent. Best wishes" - Helen Marshall - DEEWR

"Covers all areas and gives a great chance to improve on all areas of time management and productivity." - Pamela Randall, ACT Dept of Health

"There are some great tools to assist – I've identified my bad habits!" -Public Servant, Dept of Defence

"Excellent workshop – I really needed some skills to focus on my time management – and the diary will be a great help" – ACT Govt

"The personal consultation was great – it really helped me to get organised and working from a clean desk is wonderful." – DIISR

"Thanks Stuart – I feel I am on top of my work for the first time in years" – Defence

"I love my new diary – It will really help me keep on top of all the things I need in my new role" – ACT Gov.

## **Day-Timer Personal Organiser**

*Acorn Training and Consulting*  
7 Towers PI Gordon ACT 2906  
Ph: 02 6294 8979 Fax: 02 6162 2077  
[www.acorntraining.com.au](http://www.acorntraining.com.au)

**Your first step into better time management!**

The personal organisers featured here include everything you need to excel at time management. It is the perfect way to get started in the Day-Timer system. These value-packed personal organiser kits include a binder, a diary refill, note pads, and other office supplies to help you get (and stay) organised.



## Enrolment Form – Productivity and Time Management

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to [bookings@acorntraining.com.au](mailto:bookings@acorntraining.com.au)

We will ring you to organise a time to run the session.

| Attendee's name        | Email address | Phone Number |
|------------------------|---------------|--------------|
| 1.                     |               |              |
| 2.                     |               |              |
| 3.                     |               |              |
| 4.                     |               |              |
| <b>Organisation</b>    |               |              |
| <b>Branch/Division</b> |               |              |
| <b>Address</b>         |               |              |
| <b>Phone #</b>         |               |              |
| <b>Fax #</b>           |               |              |

### **Payment Details**

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Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the session.