

Time Management to get things done Workshop

Join our Entrepreneurship Facilitators in a 2-hour interactive workshop.

The 'Time Management to get things done Workshop' will help develop practical strategies for balancing completing priorities, while also maintaining a healthy work-life balance. These workshops will help you learn organisational skills and strategies for planning, and time management to help you effectively manage your business. This course will provide you with an understanding of the importance of managing the physical and mental health of yourself, and your employees.

Workshop outcomes:

- how to maintain a healthy work-life balance
- strategies to remain focused, productive and on-task
- managing the health and well-being of self and employees
- identifying opportunities to improve productivity
- be provided with resources, tools and supports.

Workshop dates:

- Tuesday 6 September – Maryborough – Carriers Arms Hotel – 9:00am – 11:00am
- Thursday 8 September – Hervey Bay – 65 Main Street, Pialba – 9:00am – 11:00am
- Tuesday 13 September – Bundaberg – Regional Business HQ – Stewart room – 9:00am – 11:00am and 6:00pm – 8:00pm
- Wednesday 14 September – Tin Can Bay – Tin Can Bay Library – 11:00am – 1:00pm
- Thursday 15 September – Murgon – The Platform at BIEDO – 11:00am – 1:00pm
- Friday 16 September – Gympie – The Generator Gympie – 11:00am – 1:00pm
- Tuesday 20 September – Biggenden – Biggenden Memorial Hall – 9:30am – 11:30am
- Tuesday 20 September – Gayndah – Gayndah Shire Hall – 6:00pm – 8:00pm
- Wednesday 21 September – Mundubbera – Mundubbera Community Hall – 9:30am – 11:30am
- Wednesday 21 September – Imbil – Imbil Community & Sports Club Inc – 11:00am – 1:00pm
- Wednesday 21 September – Monto – Monto Hall – 4:00pm – 6:00pm
- Thursday 22 September – Nanango – Nanango RSL – 11:00am – 1:00pm
- Friday 23 September – Rainbow Beach – Rainbow Beach community Centre -1:00pm - 3:00pm
- Thursday 29 September – Kingaroy – CTC Conference room – 11:00am – 1:00pm

For more information or to register, scan the QR code or visit the link below.

www.businessleap.org.au/events/

