

Tuesday
18 August, 2015

TIME MANAGEMENT

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



Instead of formulating a plan at the start of the week, or the start of the day, most people simply turn on their email and start working their way through the new messages. Control over the day, and what needs to be done during it, is handed over to the inbox. Important tasks get interrupted and delayed because people are not managing their activity or their projects effectively.

In this 4 hour course, 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.

We all have the same amount of time available to us each day, but some people seem to get a lot more done than others. It's what we do with time that matters.

DATE: Tuesday 18 August, 2015
TIME: 8.30am – 12.30pm
TRAINER: Dawn Russell – the heartware® group
VENUE: Master Builders, 3rd floor, 35-37 Havelock Street, West Perth

COST:		<u>Course Fee</u>	<u>Total</u>
	MBA Member	\$440.00	\$440.00*
	Non-member	\$490.00	\$490.00*
	MBA Member eligible for CTF subsidy	\$440.00 - \$120.00^	\$320.00*
	Non-member eligible for CTF subsidy	\$490.00 - \$120.00^	\$370.00*

If you require further assistance, please contact Carolyn Fitzgerald, Training & Safety Coordinator on **9441 8000** or email training@mbawa.com



The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.

*Prices subject to change. ^Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.



TIME MANAGEMENT (mbtm)

Please Note: This course is subsidised by the Construction Training Fund for eligible participants. Master Builders requires participants personal contact details be provided, otherwise the full fee applies

Course Time: 8.30am – 12.30pm	Course Date: Tuesday 18 August, 2015
Participant First name:	Last name:
Participant birth date:	
Participant home address:	
Suburb:	Postcode:
Participant mobile phone contact:	
Participant email address:	
Participant Job Title:	
Job Description (brief detail):	

Company/Employer:		
Full Address:		Postcode:
Contact person:		
Phone:	Fax:	Mobile:
Email:		
Please tick the industry sector in which you work	Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

Payment and Registration Details

Registration	To guarantee your place on the course please return form, with fees, to: FAX: 9476 9801 EMAIL: training @mbawa.com POST: Master Builders Training Department, PO Box 167, West Perth WA 6872
Eligible for CTF	MBA member \$320.00 p.p. non-member \$370.00 p.p.
Not eligible for CTF	MBA member \$440.00 p.p. non-member \$490.00 p.p.
Course costs subject to change. This course is GST free	

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	Amount: \$
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Credit Card Details:	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date: _ _ / _ _
Cardholders Name:	Signature:
You <u>must</u> please quote INVOICE NUMBER as the reference when paying by Direct Deposit.	

Cancellation Notice	<i>A refund will not be provided for no shows on the day of the course or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 48 hours prior to the course.</i>
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