

GERALDTON

Thursday  
22 February 2018

# Time Management

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

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:** Thursday 22 February 2018  
**TIME:** 12.30pm – 4.30pm  
**TRAINER:** Dawn Russell – Director, the heartware® group  
**VENUE:** Master Builders Association, 4 Walton Close Geraldton  
**COST:**

	<u>Course Fee</u>	<u>Total</u>
MBA Member eligible for CTF subsidy	\$570.00 - \$136.00^	<b>\$434.00*</b>
Non-member eligible for CTF subsidy	\$620.00 - \$136.00^	<b>\$484.00*</b>
MBA Member	\$570.00	<b>\$570.00*</b>
Non-member	\$620.00	<b>\$620.00*</b>

If you require further assistance, please contact us on **08 9921 5061** or email **geraldton@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

Thursday 22 February 2018 | 12.30pm – 4.30pm

**Please Note:** This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

### PARTICIPANT DETAILS:

Surname:	First name:
Date of birth:	
Mobile:	Email:
Home address:	
Suburb:	Postcode:
Job/Trade title:	
Job description (brief detail):	

### EMPLOYER/COMPANY DETAILS:

Master Builders member name:			
Employer/company name:			
Address:			
Suburb:			Postcode:
Contact name:		Email:	
Phone:	Fax:	Mobile:	
Please <u>tick</u> the industry sector in which you work		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

### PAYMENT DETAILS

Payment **MUST** be received prior to the course date to secure your place & receive your confirmation.

**EMAIL:** geraldton@mbawa.com

**POST:** Master Builders Association, P.O. Box 1525 Geraldton WA 6531

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$434.00 per person	\$484.00 per person
Not eligible for CTF subsidy	\$570.00 per person	\$620.00 per person

*Please note that course costs subject to change. This course is GST free.*

<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	<b>Amount: \$</b>
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Credit Card Details (please tick):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date:    _ _ / _ _
Cardholders name:	Signature:
You <u>must</u> quote your <b>INVOICE NUMBER</b> as the reference when paying by Direct Deposit.	

<b>Cancellation Notice</b>	<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 24 hours prior to the course.</i>
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To view our Terms & Conditions please visit **www.mbawa.com**