

Registration Form

Management Approval (Please sign and print name)

Course	Venue
16–17 September 2019	Centurion, Gauteng

Course Fee: R 9 054*

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

Workshops throughout Southern Africa can be arranged on sufficient demand (minimum 8 delegates)

TERMS AND CONDITIONS

Upon receipt of registration form an invoice will be issued. Payment should be made within five days from receipt of invoice. An official purchase order should be received prior to commencement date.

CANCELLATIONS: 30 days prior to the course, 75% of the registration fee is refundable, 14 to 7 days prior to the course, 50% is refundable. Within 6 days of the course and NO SHOWS, NO REFUNDS.

SUBSTITUTIONS: Delegates can be substituted at any time at no extra cost. Please inform us of the new Name (s) for registration purposes.

Due to unforeseen circumstances we reserve to change the dates, and venue. Notification will be made not less than 5 working days, so please enquire before making final travel and accommodation arrangements

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

*PLEASE NOTE: Payment is required in full 5 days from date of invoice.

Name _____

Company _____

Company VAT number _____ Company Order number _____

Address _____

Phone _____ Mobile _____

Signature _____

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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 ProjectPro®, with internationally certified project management professionals share its 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 the world.

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 !