



TIME MANAGEMENT: *Seize the Day!*



PERSONAL EFFICIENT 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.

WHO SHOULD ATTEND?

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.

ACCREDITATION

ProjectPro is an accredited training provider with the Services Seta (SETA) no.097, a Registered Education Provider (REP) no. 3618 with the Project Management Institute (PMI)[®] and Project Management South Africa (PMSA) no. 0027

BENEFITS

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. The course fee includes a manual, worksheets, lunch/refreshments and is a great investment in future prosperity.



WHY OUR COURSE?

ProjectPro aim to promote excellence in project management through providing high quality services and accredited training and assessment, to the standards and global project management best practices of:

- ◆ South African Qualifications Authority (SAQA)
- ◆ International Organisation for Standardisation (ISO)
- ◆ Project Management Institute (PMI)

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.

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.

JOIN US ON THE UPCOMING COURSE

Date: On Request

Venue: Centurion Lake Hotel, Gauteng





COURSE PROGRAMME

Seize The Day! Time Management



COURSE CONTENT

- ◆ The Clock and the Compass
- ◆ “Time Thieves”
- ◆ Golden Rules of time management
- ◆ Habits of highly efficient and effective people
- ◆ Conquer chaos through planning, organizing and controlling your day
- ◆ Project Management techniques
- ◆ Designing efficient and effective meetings
- ◆ Sharpening the saw - stress management
- ◆ Buffers - expect the unexpected
- ◆ The Unorganised Manager: Video case study
- ◆ Stress Management: Video case study
- ◆ The Power of the Pause - look before you leap
- ◆ The art of delegation
- ◆ Prioritise: The Pareto Principle
- ◆ Using technology to save time
- ◆ Let your fingers do the walking
- ◆ Armour to protect yourself against the bad habits of others

ADDITIONAL COURSES



Seize The Day!
Time Management



The ProjectFlow



Construction
Project
Management



Engineering
& Construction
Project
Management



Project
Management
Professional
(PMP)



Program
Management
Professional
(PgMP)



Risk
Management
Professional
(PMI-RMP)



Earned
Value
Management
(EVM)

TIME MANAGEMENT: *Seize the Day!*

Tel: +27 12 346 6674

Email: training@projectpro.co.za

Website: www.projectpro.co.za

Registration Form

Please complete this form and email to : training@projectpro.co.za

2020 Workshop Gauteng Dates: **Venue:** Centurion Lake Hotel **Course Fee*** R4 173 VAT incl.

On Request and with sufficient numbers

Other venues and dates:

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

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

AUTHORISATION

APPROVED BY:

POSITION:

COMPANY VAT NUMBER:

ORDER NUMBER:

COMPANY

POSTAL ADDRESS:

TELEPHONE:

FAX:

MOBILE NUMBER:

EMAIL:

SIGNATURE:

DATE:

DELEGATE DETAILS

TITLE	FULL NAMES	DESIGNATION	EMAIL	MOBILE

TERMS AND CONDITIONS

Upon receipt of registration form an invoice will be issued. Payment should be made within five days from receipt of invoice. Alternatively 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 the right 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

PAYMENT TERMS:

Electronic Transfer or Direct Deposit into our bank Account, validated by emailed POP Slip.

BANKING DETAILS:

ProjectPro Management Services (Pty) Ltd
FNB Brooklyn Branch
Account no.: 62328882619
Branch code: 251345



*PLEASE NOTE:

Payment is required in full 5 days from date of invoice.