

Time Management

A pragmatic workshop to support educators in enhancing their awareness around current blocks in effectively managing demands on time and workload and learning about a variety of strategies and techniques to better streamline operations and manage time both in and out of the classroom.

NESA REGISTERED PROFESSIONAL DEVELOPMENT

Completing this course will contribute 2 hours of NESA Registered PD addressing 6.3.2 from the Australian Professional Standards for Teachers towards maintaining Proficient Teacher Accreditation in NSW.



*Turning Point
Consulting*

At the completion of the workshop attendees will take a solutions based framework to uncover where time is currently being lost, how to integrate a strengths approach into time management and apply leading time management techniques in a practical and targeted approach.

1. Current Time Utilisation

- Common barriers in the modern workplace
- Critical reflection on former work approaches and competing demands

2. Time Management Techniques

- Utilising strengths to create time
- Uncovering time management blocks
- Sorting tasks according to a time management matrix

3. Individual Reflection and Implementation

- Creating SMART goals to apply time management strategies for success



"Kathryn's workshops are an excellent resource for any employer. Her detailed tips have been an immense assistance to me in targeting the right employee for the job in my business. She knows what she's talking about! Thank you Kathryn."

**Carolyn Croker, Owner-Operator of
The Inner West Music College**



Attendees: K-12 Educators, Highly Accomplished Teachers, Executives, Principals and School Directors
Please refer to the website for an updated list of dates, locations and session times

Cost: \$80 per head + GST (Including refreshments)

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