

# Taking the Stress Out of Time Management

Tuesday 10 April 2012 | 9:30am - 4:30pm | West Perth

## Who should attend?

Anyone who has countless tasks demanding their attention and who needs to juggle conflicting priorities, particularly in the demanding not-for-profit sector.

## What have others said?

*"Gave me a better idea of how to better manage my workload and decrease the stress that comes with my workplace requirements." – William, 2011*

*"Applicable to any workplace" – Jason, 2011*

## Want to register?

Gina Olivieri 9420 7222  
training@wacoss.org.au

Register online at [www.wacoss.org.au](http://www.wacoss.org.au)

## Want us to come to you?

Can't come to this training, or have a number of staff who want to do this or other training courses? Why not get us to do in-house training at your premises?

For quotes and enquiries, contact WACOSS Training Coordinator, Michelle Burgermeister on 9420 7222 or [michelle@wacoss.org.au](mailto:michelle@wacoss.org.au)

## What will you learn?

1. Clarifying your workload
2. Setting effective performance goals
3. Planning your time and using an activity log
4. The Time Management Matrix
5. Understanding workplace stress
6. Ways to detect burn-out and unhealthy stress levels
7. Self-care and developing support networks
8. Techniques for achieving greater work/life balance
9. Tips for setting up workplaces to promote healthy management of stress

## Need more information?

*Do you want to learn how to improve your work performance, reduce stress and achieve work-life balance?*

Time Management training is ideal for anyone who has countless tasks demanding their attention and who needs to juggle conflicting priorities.

Learn to improve planning, set goals and feel more in control of your work load.

## About WACOSS

WACOSS is the leading peak organisation for the Social Services sector in WA. Our vision is of a just, sustainable and equitable society now and into the future.



\$160 WACOSS Members | \$230 Non-Members | \$280 Corporate/Government