



Training for Frontline Staff  
and Team Leaders



# Master Time Management

Take Back Control of Your Time  
and Attention

Struggling to stay on top of your workload?

Master Time Management is a practical, hands-on workshop designed to help you take control of your time, prioritise effectively, and boost productivity.

You'll learn how to differentiate between urgent and important tasks, develop effective work schedules, prioritise and focus on key results areas, identify and manage time-wasters and how to delegate effectively to lighten your load.

Whether you're juggling multiple responsibilities or just want to make better use of your day, this course provides simple and effective strategies to maximise efficiency without the overwhelm.

**CONTACT US** 

**Duration:** 3 hours  
**Location:** Statewide  
**Investment:** \$250 TCCI member  
\$375 non-member



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