

# Superior Time Management

*Doing things right vs doing the right things.*

## Synopsis

Efficiency is doing things right and effectiveness is doing the right things.

This workshop will explore your relationship with time and how you can use your own personality type to achieve better results by increasing your efficiency, effectiveness and productivity.

## Course Topics

Our course topics include:

- Your chronology cosmology
- Managing your energy rhythm
- Marathon or sprint?
- Inspiration or perspiration
- Time hacks
- Blocking out distractions
- Effective delegation.

## Course Details

Delivery: Inhouse or Virtual

Structure: Interactive Workshop

Time: 1 day

Class Size: Max 15

Cost: On request

## About the Trainer



Mario Cortés is a highly skilled professional trainer and assessor with 20+ years' experience in project management, corporate training and leadership development.

His energetic training style is both informal and informative, adding a level of entertainment to ensure participants remain engaged in the learning.

As a trainer-assessor for the Diploma of Project Management, Mario's other talents include working as a Project Manager; Change Management expert; keynote speaker; MC and author.