



The Missing **Think**  
Workshops that WORK!

# Strategic Time Management

## *Turning Rhetoric into REALITY*

Do you feel like you are **FIGHTING FIRES** all the time?

Do you work hard, fast and smart every day, but still  
never seem to get everything done?

### THE WORKSHOP

- CONTROL** the 'fires' you unconsciously light for yourself, and those you inherit from others every day
- MANAGE** those around you to ensure *their* time management issues don't become *your* problem
- FOCUS** without procrastination, deviation or distraction, on important tasks to completion
- CLARITY** in where your efforts should be spent each moment to deliver great results for your business, and a sense of satisfaction for yourself

### Make it Happen

As the new financial year is about to begin, take this powerful half-day to review your habits, the challenges in your environment and create a toolkit that will potentially save you hours each week.

Date: Thursday 29<sup>th</sup> June 9am- 12.30pm

Cost: \$195 per person (inclusive of morning tea)

Where: Level 12, 147 Pirie St (Microsoft Adelaide)

-  **Discounts**  
available for  
team bookings
-  **Available**  
in-house

To secure your place, or for further information, contact [tracy@themissingthink.com](mailto:tracy@themissingthink.com) or 0437 911 651.

### How well did this workshop meet your expectations?

👍 This workshop covered time management strategies from a completely different angle that was very practical and relevant. 🍷 It actually far exceeded my expectations. I liked that it was focused on providing tools that we could use in everyday life. 🍷 It was very practical and the information was all very relevant. I particularly appreciated Tracy's flexibility in seeking our areas of need rather than rolling out a "one size fits all" approach. 🍷 This program was brilliant. I found I was able to relate to all aspects of the material discussed and it certainly gave me some clarity around issues that I have been struggling with. 🍷 Very well - it was very "practical" and Tracy gave everyone personalised suggestions to improve their time management. 🍷 Very well. It has given me new tools to cope with my everyday work and new focus on what I need to achieve to improve my work output each day. 🍷 Was nothing like my expectations- I went in expecting to be given task management advice/ software ideas etc. The course was much better than that. 🍷 It exceeded my expectations and I did not anticipate to get as much out of it as I did. 🍷 Was the best workshop I have been to and Tracy made it interesting and relevant to each of us. 🍷 It was fantastic. I was able to relate to a lot of the content and have walked away with some tips for both my job and personal life. 🍷 It was one of the best workshops I have attended & I've attended many! 🍷 Totally- great tips which I have already started implementing. 🍷 It was flexible to suit different types of manager experiences- whether in professional, academic and clinical applications. 🍷 Much more engaging than expected, took a lot away from it. 🍷 Fantastic. I really got a lot of practical tools to implement. 🍷 It provided practical tools for daily application, and a few easy to remember guidelines on mental approach. Completely met my expectations. 🍷 Exceeded expectations. It was very relevant to my role and offered some really good actionable points that I can implement moving forward. 🍷 This was without a doubt the best professional development training I have been to. Other courses have been largely theoretical with little application to the real world, however I was surprised to find this course provided strategies I could actually use on a day to day

basis. 🍷 Excellent and exceeded my expectations. 🍷 It was fantastic, I wasn't expecting it to be nearly as interesting, entertaining or engaging as it was! Highly recommend it to anyone interested in time management. 🍷 It was very well paced and enjoyable. The workshop was recommended by my supervisor and it lived up to all expectations. 🍷 This was one of the best sessions I have been to. I was so enthusiastic afterwards to restructure how I organise my work. 🍷 The workshop was very motivating, the presenter was engaging, personable, approachable and knowledgeable. 🍷 Exceeded expectations. I did not expect to be shown several new strategies for time management. 🍷 It did not match my expectations at all- I found it to be a very enjoyable workshop and I will be recommending it to others in my work place. 🍷 The workshop exceeded my expectations, it was very informative, highly relevant and practical. 🍷 I learnt I have a choice in what I do in both work and personal life and to think of my goals and plan to get results. 🍷 Very useful and practical course. The tools provided will enable me to introduce the theory into practice. 🍷 I know it is all me, and I need to make some changes to my decision making and get on with it! 🍷 Great - worth the time out of the office. 🍷 I gained new skills and strategies to manage conflicting priorities and to be a more effective employee. 🍷 Great tools to manage emails, procrastination and make my performance in my job better. 🍷 I learnt a great deal about myself and my working style. The facilitator was honest, engaging and definitely didn't over promise and under deliver - LOVED it! I walked away with a number of practical exercises that I could immediately implement into my day to day work, and I've already put some actions in place for my team! 🍷 Very useful and practical tips to be more efficient with my time- invaluable as I have a very heavy workload. 🍷 I have already implemented something I learnt from this workshop at work and home, and it is saving me time, so thank you very much. 🍷 I think it would be a good idea to make the course compulsory to all staff. 🍷 I was surprised by the course as I had thoughts it might be slow and boring. Tracy did a superb job, great tempo, great humour- unless you're an expert, this is a workshop for everyone!

### Of the recent 200+ participants:

- 🍷 100% rated the overall content of the workshop as very good or excellent
- 🍷 100% would recommend this workshop to others
- 🍷 98% agreed the workshop was relevant to them and their role
- 🍷 100% agreed the workshop was stimulating and held their interest