



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?

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

CLARIFY 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

Take this powerful half-day to review your routine workplace habits, reveal the challenges in your environment and create a toolkit that will potentially save you hours each week.

Date: Wednesday 5th August 9am - 12.45pm

Cost: \$225 per person (inclusive of morning tea)

Where: Whitmore Square, Adelaide

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

To secure your place, or for further information,
contact 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 exceeded expectations. It was very relevant to good actionable points that I can

• This was without a doubt the best training 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 thought 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