



**Effectively managing time,
relationships & your roles
in business**

**Time Management
& Productivity**

Workshop 1

Time Management & Productivity

This one-day workshop is for people employed in farming and regional businesses in the Federation Council. The workshop is the first of two workshops focussing on skills to help manage yourself, your time, your relationships and your role or business.

When: Wednesday 11 March
9am-4:30pm (tea & coffee from 8:45am)

Where: Tom Roberts Meeting Room
Corowa Civic Centre, 100 Edward St, Corowa NSW

The Time Management and Productivity Workshop will be delivered by Rebecca Fing, *House Paddock Training and Consulting*, and will cover;

- The art of planning and setting great goals
- Time management
- Optimising productivity in your work day
- Getting App'Ed - apps and podcasts for productivity
- Improving administrative efficiency and Paperless office

A second workshop, focussing on Effective Communication, will be held the following day, Thursday 12 March, 2020. Participants welcome to attend one or both workshops.

This Time Management and Productivity workshop is free and is open to people employed in farming and regional business within the Federation Council.

Morning tea, lunch and afternoon tea provided. RSVP's essential by Monday 9 March, 2020.

For more information, or to register, please contact Riverine Plains Inc on 03 5744 1713 or email Fiona Hart info@riverineplains.org.au.

This project is funded by the Australian Government's Drought Communities Program, in conjunction with Federation Council.