

# Time Manager

Using Lotus Notes to make better use of your time

**With over 25 years' experience, TMI are the global innovators in the principles of Time Management.**



Not enough time in the day?  
Do you feel out of control and overloaded with emails and deadlines?  
Are you simply reacting to events?

Time is a seemingly scarce resource in today's time-hungry business environment.



With this in mind, TMI designed the "Time Manager" workshop, which is an engaging one-day course that provides an environment to learn how to unlock the potential of Lotus Notes\* to significantly improve your productivity and achieve greater results at work.

Focus is given to setting clear priorities, creating goals, planning your day-to-day objectives, as well as helping you achieve your KPI's.

\* Training also available for use with Microsoft Outlook

## Program Overview

The workshop is a combination of presentation and hands-on training covering the following topics:

- An introduction to effective time management
- Successfully managing your email
- Effective daily planning to meet long-term goals
- Managing your "to-do" list for success
- Making meetings more productive
- Communicating expectations to others through the use of "Tasks" and "Calendar" on Lotus Notes
- Developing an action plan to aid productivity

## Key benefits of the workshop for you and your organisation:

- Improved ability to determine and realise individual and organisational goals
- Improved ability to effectively manage emails
- Provides a framework for managing your tasks - providing a controlled working environment
- Greater group communications, resulting in enhanced team effectiveness

## Who should attend?

Anyone who would like to update their skills in the area of Time Management using Lotus Notes and who are interested in improving their work-life balance through effective planning, goal setting, and time management.

## Investment required

TMI conducts in-company workshops at an investment of \$4,000 plus GST to train a maximum of 10 participants, plus the cost of materials (\$75 plus GST per workbook).

(Please note that these prices are current as at 13 February 2008.)

## Want to know more?

For further information, visit our website on [www.tmiaust.com.au](http://www.tmiaust.com.au) or you may contact Sara Bidois at TMI on (03) 8687 9050 or email [sara.bidois@tmiaust.com.au](mailto:sara.bidois@tmiaust.com.au).