NDA

Business Skills
Qualifications
IT Solutions

NDA website	NDA training course dates	Make an enquiry

What's this, another e-mail from NDA – who are these characters? They must think I've got all the time in the world…100 e-mails a day, diary full, car needs fixing.. what's this one about?...**Time Management**…joke!...as if I've got time for a time management course…**Hobart and Launceston, Thursday 29 November**…I've got a million things to do before then…**only $285**…that reminds me, got to get to the bank…**only a few places left**…maybe I should think about it – put it in the too hard basket for now…where *is* the too hard basket?...I had it yesterday…damn thing was nearly full…now the phone's ringing…where is the phone…there it is…under the too hard basket…

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Time Management with NDA: view the course outline, make a booking or call 1300 765 736 for more info.

"A fantastic course with easy to follow material that I could relate to both my working and personal life. I'm looking forward to implementing some of the suggestions."
TL, Department of Justice

"Fantastic course ! I have many new tools to put into practice."
AM, Latrobe Council

"*Excellent suggestions and tips on time management that will change my work/life balance*"
LB, University of Tasmania

"The creation of lists and the time audit were great. The Outlook tips were really valuable also"
FV, Department of Education

"My role is quite demanding on my time and the course really did help me utilise my time better. We had a very small group which made it quite personal which was great."
NC, Department of Education

"I have been here four times and every course has always been well presented and I've always been treated amazingly. Thank you."
LC, Comstar Systems

HOBART	LAUNCESTON	DEVONPORT
Level 3, Trafalgar Centre, 110 Collins St Hobart TAS 7000 Phone: (03) 6224 2660	Level 1, 65 St John Street Launceston TAS 7250 Phone: (03) 6334 4910	The Roberts Building, 23 Stewart St Devonport TAS 7310 Phone: (03) 6423 4547