



# GAINING CONTROL OF YOUR WORKLOAD

Learn how to overcome and manage your workload, as well as to develop strategies to improve decision making, prioritisation and time management.

## Content

- Analysing your self-management and time management approaches and techniques.
- The Pareto Principle – the 80:20 rule.
- Identifying your strengths and weaknesses.
- Urgency addiction.
- Exploring a range of tools and techniques aimed at maximising these skills and developing a personalised action plan to help you take the next step in your development.

## Outcomes

- Gain control of your workload; learn how to handle more with less stress.
- Analyse and evaluate how you spend your time and your time management skills.
- Explore effective and ineffective time management practices.
- Improve decision making, prioritisation, procrastination and time wasting.

## Who Should Attend

Any public sector employee who has challenging workloads, who is doing more with less and wants to meet deadlines and manage time effectively.

## Benefits to You and Your Organisation

Enhance productivity and reduce the level of stress due to your workload.

## Competency Framework

First Line Manager Core (AS03-AS05)  
Middle Manager Core (AS05-AS08)

## Facilitator

Maree Upton

## Register

[www.sa.ipaa.org.au](http://www.sa.ipaa.org.au)  
[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

## Duration

1 full day  
9:00am-4:30pm  
8:45am registration

## Dates & Bookings

See [IPAA SA website](http://IPAA SA website)

## Location

Level 6, 12 Pirie Street  
Adelaide SA 5000

## Inclusions

Workbook, morning tea, lunch and refreshments

## Costs

Professional Members \$460  
State Gov Members \$495  
Corporate Members \$505  
Non-Member \$575

