

TAKE CONTROL OF YOUR TIME

*A comprehensive time-management program
specifically designed for accountants by accountants.*

Why don't general time management techniques work for accountants? That's because they are not written for accountants and do not address their specific needs.

TAKE CONTROL OF YOUR TIME has been developed as a practical program that shows accounting firms how to implement actions that will maximise available time.

This program runs over 10 stand-alone modules. With this approach, you can conduct training and implement actions outlined in each module before proceeding to the next, at your own pace and in your own time.

Using over 1000 hours of hands-on experience, we will show you how to improve the productivity of your firm and decrease stress levels.

Each module contains:

1. A **CD-ROM** featuring our specialist practice manager outlining practical time management techniques that will work for your firm [40 min/presentation].
2. An **electronic workbook** that you can distribute to your team.
3. A **Powerpoint presentation** to help you present the session to your team.
4. **Supporting documents, procedures, scripts** to help you achieve the result you are seeking.

- **Learn 30 effective time-management techniques for accountants.**



training beyond accounting

Leadership | Communication | Practice Management

This program is eligible for CPD/CPE Hours

Module 1 –

Structuring your time for maximum productivity.

Identify the issues in your firm
Understand your strengths and weaknesses.

Do more of what you enjoy.

Action : Plan your day.

Module 2 –

Principles of effective delegation.

Delegate work and follow up effectively.

Divert jobs, tasks and calls to the right people.

Set expectations and address performance issues.

Action : Develop your own delegation process.

Module 3 –

Using Admin staff to create more capacity.

Identify tasks that can be handled by administration.

Manage admin staff effectively for greatest results.

Introduce Client Services role to the firm.

Action : Create more capacity in your firm.

Module 4 –

Effective task management.

Principles of project and task management.

Keep track of jobs and tasks
Deal with stress and task overload.

Action : Establish a formal approach to task management.

Module 5 –

A Proactive approach to workflow.

Minimise time lost through work-in procedures.

Address job pick-up and put-down as a key timewaster.

Get the job out of the office.

Action : Workflow management.

Module 6 –

Dealing with interruptions.

Handle telephone calls and emails efficiently.

Focus on what's important for results.
Introduce productive time.

Effective use of meetings.

Action : Minimise distractions to maximise productivity.

Module 7 –

Managing client expectations.

Know what clients expect from your firm.

Key actions to handle client expectations.

What to do when things go wrong.

Action : Handle client issues more proactively.

Module 8 –

Recognise and deal with procrastination.

Identify the reasons for procrastination.

Solve the problem at its source.
Tackle the difficult jobs more effectively.

Action : Eliminate procrastination from your worklife.

Module 9 –

Using systems and procedures to improve productivity.

Key systems to improve productivity.
Using software effectively.

Internal training and feedback.

Action : Introduce 3 key systems to your firm.

Module 10 –

Creating your own effectiveness program.

How to do more of what you enjoy.
Take time out to focus on the big picture.

Monitor progress regularly.

Action : Implement your own effectiveness program.

Contact us on 1300 883 789 for further information
Or visit www.trainingbeyondaccounting.com.au

TAKE CONTROL OF YOUR TIME

*A comprehensive time-management program
specifically designed for accountants by accountants.*

You need this program for your firm if

- You often feel overwhelmed
- You continually put down the work you are doing to address someone else's issue
- You often get to the end of the day and feel that you have not achieved what you set out to do

FOR LESS THAN \$4.00 PER DAY, we'll help you and your team take control of your time and improve the quality of service to your clients.

MONEY BACK GUARANTEE

We guarantee that you will improve productivity and decrease stress by using these techniques, or we'll return your subscription fee.

This is *NOT* a generic time management program. Every module has been designed with accounting firms in mind. You'll benefit from our practical experience working with many firms to achieve increases in productivity

4 EASY WAYS TO SUBSCRIBE

By phone – 1300 883 789

By email - support@bizaptitude.com.au

(please include your name, address, contact details, billing details)

By fax – 02 9904 8306

By post – PO Box 700 Chatswood NSW 2057.



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**Yes, I would like to subscribe to
TAKE CONTROL OF YOUR TIME,
the Time Management Program
specifically designed for accountants.**

Name	
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Email	
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Program fee

\$770 including GST

Payment by credit card or cheque

I will pay by cheque

I will pay by credit card

Card No _____

Exp Date _____

Name _____

Signature _____

A receipt will be provided on payment

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