



# Time Management

*More, better, faster and with less stress. In this DVD, Nina Sunday informs, inspires and motivates you to take immediate positive steps to implement best practice time management. Includes exercises to brainstorm practical action steps to make it happen.*



|             |   |      |
|-------------|---|------|
| Chapter 1.  | Overchoice  | 2.52 |
| Chapter 2.  | Top six method  | 6.36 |
| Chapter 3.  | To-do list  | 3.29 |
| Chapter 4.  | Deciding priorities, important vs. urgent, 80 / 20 rule | 6.45 |
| Chapter 5.  | Managing paper  | 4.19 |
| Chapter 6.  | Power of focus  | 2.07 |
| Chapter 7.  | Embrace delegation as part of your job                  | 4.06 |
| Chapter 8.  | Do it faster - adequate vs. perfect                     | 4.06 |
| Chapter 9.  | Work / life balance                                     | 8.49 |
| Chapter 10. | Positive language                                       | 3.22 |

### You will need:

While not essential, it is better to participate with the free workbook which you can print off from [www.brainpowertraining.com.au/](http://www.brainpowertraining.com.au/)

**Brainpower Training holds open and on-site instructor-led seminars. Contact us for details.**

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Duration: 46 minutes    **Age: 16+**    **Widescreen**

Nina Sunday, BA, Dip Ed, Dip Arts (AustFilmTVSchl) is a leading educator who engages audiences everywhere with her insights and upbeat presentation style. In 1990, Nina founded Brainpower Training which recently won a prestigious Australian Innovation in Learning national award.

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Brainpower Training



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## Unlocking brainpower

*How to balance multiple tasks and changing priorities with less stress*



*From chaos to control.  
Learn from the expert, Nina Sunday*

