

April-June 2015



Welcome to our Autumn Edition

"Time is inelastic and inflexible. Time is indispensable. No achievement is possible without time."

This edition is all about taking advantage of opportunities to grow your business. First we focus on you, and your efficiency and effectiveness on the job. Then we focus on you maximizing opportunities by taking advantage of the Youth Scholarships that the Australian Government are offering. See over the page for more information. Wishing you successful trading through Autumn.

Time to Unclutter your brain!



Many people express concern about being able to manage their time well. But better time management isn't the only solution to feeling overwhelmed. You may have a case of 'brain clutter'.

Here are some of the typical causes of mental friction - and more importantly - what steps you can take to regain control.

1. Ambivalence and indecision

All of that unpleasantness leads to procrastination. The simplest way to reduce ambivalence is to be very clear about what's most important to you, and narrow it down to just a few priorities. When you aren't constantly caught up between competing priorities, you have more energy to take action.

Action...be stricter with your priorities and stick with them, including time allocations

2. Tolerations

Those things that bug you, but not enough for you to do anything about. Tolerations could be as simple as a messy desk or software you need to update. Or they could be as major as an unsafe car you commute in every day. **Action...Make a list of everything that's bugging you. Choose three things to fix or change this week. Set aside a specific amount of time each week to eliminate tolerations.**

3. Unfinished projects.

Drifting from project to project without purposefully completing the task you're working on is like leaving chargers and electronics plugged in - you are using mental energy to stay 'plugged in'.

Action...Identify projects that need to be paused and un-plugged for now. Keep the clutter out from the start.

4. Mental clutter

This is the stuff floating around in your mind that has no permanent home. It's the things you need to do, the things you want to remember, the special dates, a funny story. It's easier to keep a space neat when everything has a place. Same with your mind. **Action...Have a calendar to jot down random things that pop into your mind that you want to remember. When you rely on your memory to keep track of your tasks and grocery list and someday projects, your brain quickly gets overwhelmed. Get all of this information out of your head and onto paper or an electronic file. This frees up space to concentrate on the tasks that really matter to you.**

Welcome to Our New Clients:

- Aquatech
- Australian Federal Police
- Brumby's Chancellor Park
- Hotel Maleny
- Posture Positive
- Thompson Building Group
- Weld Class
- Waterford Plaza News
- Zabe Espresso Bar



focused on your success

Employment and Training Scholarships for Youth



Up to \$7,500 paid to Employers

“Become the kind of leader that people would follow voluntarily, even if you had no title or position.”

A new Australian federal government initiative is now available to employers where you can be funded up to \$7,500 for hiring youth.

The objectives of this scholarship are to provide businesses with greater access to appropriately skilled workers in their region and improve job prospects for young people by providing incentives for employers to take on new workers, supporting employer-led training that is tailored to a specific job and providing a pathway for unemployed young people into long term work.

Training for Employment Scholarships supports businesses by providing grant funding for up to 26 weeks of job specific training for their eligible new employees. Businesses will benefit by having access to support for the cost of training new employees with the relevant skills they need. New employees will also benefit by receiving job specific training that meets both their needs and the needs of the business.

The main criteria for this funding is:

- You have less than 200 employees,
- You hire an unemployed person aged 18-24 years after 1 March 2015.
- You are located in one or more of the target areas. (See below)
- Apply within 3 months of hiring.

Target Training has courses available in Certificate II Business, Retail, Hospitality and Customer Contact or even short courses in Responsible Service of Alcohol to meet the criteria for this funding. Contact us now on 1300 736 005 for more details.

Target Areas in Australia where your business must be based in order to qualify:

NSW – Central Coast/Hunter Valley/Sydney Outer West

SA - Adelaide North

WA - Perth South West

QLD – Ipswich/Sunshine Coast/Townsville

VIC – Melbourne West/Mornington Peninsula

*Target Training team
Kim Growden (front),
Dianne Pepicelli (rear
left), Jodie Duncan (rear
right) with 2 Hospitality
students operating the
bad boy coffee machine
in Adelaide for the
Happy Valley Football
Club. Target Training
were proud sponsor of
their registration day.*



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