

2 CPD  
Points

# 4pm Forum: Time and Practice Management

**DATE:** Thursday 14 April 2011**TIME:** 3.45pm Registrations 4pm—6pm Presentations

Networking / Refreshments will be served at the conclusion of the presentation

**VENUE:** QV1 Conference Centre

QV1 Building, Level 2, 250 St Georges Tce, Perth

While a healthy balance between work and home life is important, a organised and well managed working environment will aid in reducing stress and thus creating a better overall life balance. Hear from time management expert, Mark Lovekin, Organised 1st and Managing Director, Brendon Ptolomey from Herron Todd White about effective practice management.

**GUEST SPEAKER**Mark Lovekin  
Organised 1st

11 Years ago Mark Lovekin was invited into a medium business of 50 employees to deal with customer complaints. In just three months, not only had the complaints virtually disappeared but he increased the business profits from 25 million dollars per month to 42 million dollars per month. Staff also boasted about a much happier work and home life.

- **How and when did we all lose our minds at work?**
- **Practical essentials for personal management**
- **How to handle interruptions**
- **Practical approach to easily choose how to spend your time**

**GUEST SPEAKER**Brendon Ptolomey  
Director  
Herron Todd White

Brendon is the Director of Residential Valuations in Herron Todd White's Perth office. He holds a Bachelor of Business in Valuation and Land Economy, is a licensed valuer and an Associate of the Australian Property Institute. Brendon has been with Herron Todd White for over 8 years.

- **Effective practice management**
- **Human resources with valuers**
- **Being part of a national firm**
- **PI Insurance**
- **The future of the industry**

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SURNAME.....PREFERRED NAME.....

ORGANISATION.....EMAIL.....

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