

# TIME MANAGEMENT TECHNIQUE FOR ADMINISTRATIVE PERSONNEL



## COURSE OVERVIEW

Prioritizing and planning are crucial elements required by everyone in their business and personal life. Without planning your time and prioritizing what is important to you, it is impossible to identify with the activities that are most productive. Where we are not focused on the elements that make us effective, we can begin to waste time and energy on the myriad of mundane tasks that tend to appear and this can lead to stress and anxiety.

It is really important to understand where you are spending most of your time and if you acknowledge that time is being wasted or you are spending time on less productive things, think of methods to overcome this. Prioritizing your tasks in accordance with the techniques discussed in this training is the first step in planning your time. This training course will provide you with an awareness of the areas that you can improve in your day to day planning, as well as giving you some tips for dealing with popular time management issues.

## OBJECTIVES

- Value the basic concepts of time
- Categorize themselves either as a monochronic or polychronic
- Determine the best ways to rearrange their priority list based on the way they currently manage time and realize how they can do it better
- Apply the Urgent & Important Matrix at work
- Set practical goals that help achieve work-life balance
- Execute a simple 15-minute ritual to their daily routines that can ensure they do not every 'forget' to do something again
- Realize their current challenges at managing time and practical tips to overcome them
- Create reachable goals for work, home and play to help reduce and manage stress

## TARGET AUDIENCE

This workshop is designed to empower participants from various levels learn and incorporate time management (planning & organising skills) into their personal and work lives.

## COURSE OUTLINE

- Module 1: The Fundamental Time Management Principles
- Module 2: Key Concepts for Successful Planning
- Module 3: Goal Setting, Planning & Organising
- Module 4: The Correlation Between Time Management & Stress
- Module 5: Pulling It Together: Managing Your Time Perfectly Despite Daily Challenges
- Module 6: A Motivational Session - Giving Your Best even when You Don't Feel Like It!

## COMFORI SDN BHD

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