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**BEST TIME  
MANAGEMENT  
STRATEGIES TRAINING**



# Best Time Management Strategies Training

Participant should be able to master the required knowledge and skill to effectively manage time using the best time management strategy as the learning element.

## MODULE OUTLINE

- Module 1: The importance of Time
- Module 2: Goal Setting Part 1 - Locke & Latham's goal setting theory
- Module 3: Goal Setting Part 2 - S.M.A.R.T goals principle
- Module 4: Prioritizing Techniques
- Module 5: Managing Procrastination
- Module 6: Strategy to deal with procrastination
- Module 7: Schedulling
- Module 8: Planning Cycle- P.D.C.A
- Module 9: Theory Application

## WHO SHOULD ATTEND

All industry, any professional functional area of duty and any country of origin. Target group are from working professional from Manager level up to Clerical level in an organization.