

TIME MANAGEMENT TECHNIQUE FOR ADMINISTRATIVE PERSONNEL



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.

OBJECTIVES

- Value the basic concepts of time
- Categories themselves either as a monochromic or polychromic
- 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 helps achieve work-life balance

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

WHO SHOULD ATTEND?

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



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