

# Personal Effectiveness in Time Management using Neuro Linguistic Psychology

## Workshop Overview

Contrary to the public opinion, effective Time Management is not doing more things in a shorter period of time. It is about being an effective person and doing something right in a better way that leads to organizational effectiveness. The ability to lead by example through the effective management and usage of time improves personal effectiveness and optimisation on stress management at work. It also increases productivity through delegation and enhances the general overall effectiveness of the workplace. Hence, developing positive attitudes towards time management improves techniques and processes effectively for better results.

## Target Audience

Extensive individual and group activities immerse you in a real-world environment based on your own unique time management situation. Anyone that needs to manage themselves and usage of their time effectively, including:

**Sales, Marketing, Customer services, Project managers, Executives & Managers**



## Workshop Objective

- ✓ Identifying your purpose in life
- ✓ Aligning this purpose in life to the organization and work activities
- ✓ Inculcating acceptance of work activities as an integral part of life
- ✓ Understanding the value and characteristics of time and how to maximize its utilization
- ✓ Determining your unique Time Profile and aligning it to your life purpose
- ✓ Improving efficiency and productivity in executing daily activities
- ✓ Balancing all aspects of life (i.e. Physiological, Emotional, Intellectual, Social and Material)

## Workshop Outline

- ✓ Personal Effectiveness & Time Management Principles
- ✓ Managing Personal Effectiveness and Time Management
- ✓ Personal Effectiveness competencies

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