

EFFECTIVE TIME MANAGEMENT PLANNING



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OVERVIEW

Consistently lacking in time can be one indicator that we are less effective in managing our time than we should be.

This programme helps to prioritize both work and personal tasks to reduce stress effectively and achieve a greater sense of accomplishment. In this two-day workshop, Ms Bong will share the simple but proven effective and practical techniques to help participants in work and personal life.

The seven skills taught in this workshop will help you become highly effective, by showing you how to identify and focus on the activities that give you the greatest returns. By applying these seven skills into your daily practice, it will help to save your time and work smarter. In addition, these same techniques help you beat work overload – A key source of stress.

At the end of the workshop, participants will be able to:

- ✚ Participants are clear with their goals in work and in life
- ✚ Prioritize their work
- ✚ Know how to turn overwhelming tasks into manageable bits
- ✚ Know how to plan their work
- ✚ Recognize unproductive habits and attitudes in themselves
- ✚ Implement a method to help them get better control of what they do
- ✚ Able to manage multiple tasks and achieving better results
- ✚ Become more organized and take control of their day
- ✚ Writing better sentences and paragraphs.
- ✚ Replace clichés and antiquated phrases.
- ✚ Learn the rules of good writing.

OBJECTIVES

WHO SHOULD ATTEND?

- ✚ Anyone who wants to achieve better time management
- ✚ Anyone who wants to achieve better self-awareness to make the most use of their strengths and weaknesses
- ✚ Anyone who would like to improve their personal effectiveness
- ✚ People who do not have fixed working hours and find themselves busy but underachieved

WORKSHOP OUTLINE

- ✚ Module 1: Everyone has 24-hours a Day
- ✚ Module 2: Jump Start Your Day
- ✚ Module 3: Who Moves My Cheese (Eliminating Time Waster)
- ✚ Module 4: Setting Smart Goals for Peak Performance
- ✚ Module 5: Committing to do Something Different
- ✚ Module 6: Personal Mission Statement

If you have any enquiries, please contact

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