

An LDI Training Course

Time Management and Personal Effectiveness

Course Description

In today's rapidly changing environment and increasing pressure at the workplace, it can be difficult to manage your limited time. Very often, we are presented with too many things to accomplish with too little time. This can make our life stressful.

To be successful in work and life, you need the skills to get things done by managing your time and by enhancing your personal effectiveness. This course will show you how.

Benefits of Attending

Learn the practical ideas on how to manage your time effectively

Enhance your effectiveness in managing your limited time and help you customize your own time management program

Identify your time wasters and how to tackle them

Develop the technique of scheduling activities in a positive manner that achieves results

Maximize what you accomplish during the day with planning tools

Minimize procrastination and live more successfully

Course Outline

Principles of effective time usage

How to set Values, Goals, and Objectives
How to Prioritize Activities and Plan

Effective Delegation

The 80/20 Rule of Time Management

Ways for tackling Procrastination

How to make Business Meetings Productive

How to manage Others for time efficiency - Your staff, peers and your boss

Managing Yourself for Maximum Effectiveness

Who Should Attend

This practical course is suitable for everyone, from assistants to supervisors, and especially:

Those who need to manage their time and activities more effectively

Those who want to get more things done within a limited time

Personnel working in HR, accounting, engineering, logistics and purchasing, sales and marketing, secretarial and administration, contracts departments

For more information about the course, please visit
lditraining.com or contact LDI Training at [HYPERLINK](mailto:lditrain@indo.net.id)
"mailto:lditrain@indo.net.id" lditrain@indo.net.id

