

Time Management

Duration: 1 Day Session
By CC Knowledge Base

Great time management is one of the most vital skills leaders can develop. All of us have the same number of hours in a day, and no amount of effort can change that. What we can influence is how we spend those hours effectively.

Time Management is the cornerstone of organization and is helpful in creating a sense of responsibility and meaning in our lives. A consistent schedule helps our minds and bodies stay regulated and can lead to the most effective productivity. It is also valuable to have “free time”, but too much time on your hands can be problematic and may lead to issues of boredom, lack of direction, and social isolation if time is spent generally alone and unstructured.

Key Objectives:

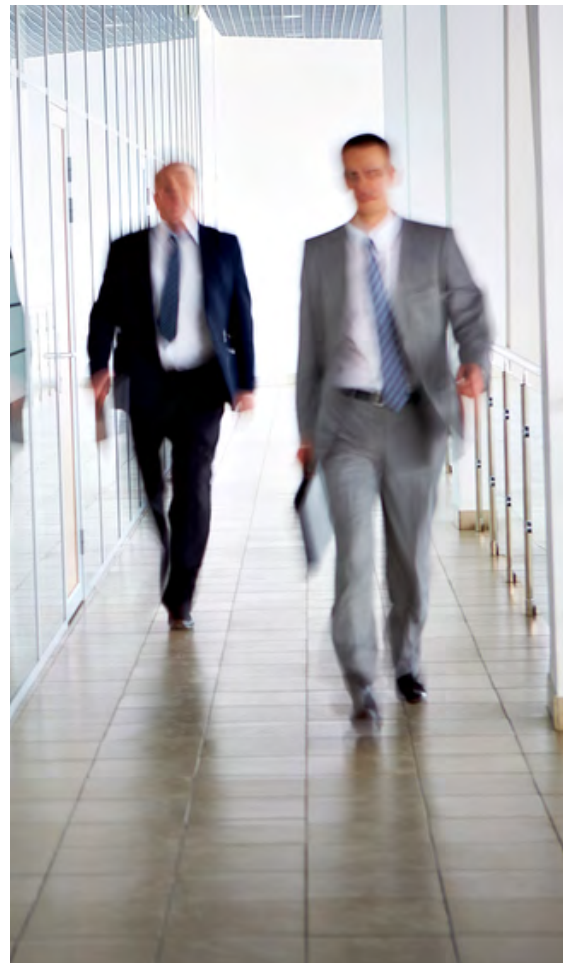
- Manage time efficiently for yourself and workplace
- Achieve more productive jobs with less time allocation
- Balance pressures on your time and achieve your goals
- Improve daily activities to your work and life goals

Topics Addressed:

- Integrate proven time management techniques into your daily processes
- Make informed decision about what you do and when
- Proactively schedule tasks, construct weekly plans and daily to do lists
- Adopt strategies and techniques to handle procrastination and interruptions
- Develop a personal action plan to reap the most benefit from your efforts

Primary Result:

Participants will gain the practical skills to develop and implement a framework for successful time management. Participants will be able to adopt proven tools and techniques to make day-to-day choices about managing your time and achieving your goals.



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