

PERSONAL EFFECTIVENESS

TIME MANAGEMENT

Durasi: **2 hari** (16 jam) | Duration: **2 days** (16 hours)

Menjawab Masalah Apa

Bagaimana menggunakan waktu agar hidup lebih bermakna. Tidak sekedar efisien dan efektif saja.

Manfaat Apa yang Anda Peroleh

Setelah mengikuti program pelatihan ini, peserta mampu:

- Memahami kaitan antara time management, productivity, decision making, stress, dan getting organized
- Menetapkan personal mission and vision secara benar
- Menyusun personal scorecard
- Menyusun jadwal kegiatan mingguan

Apa Saya yang Dibahas

- Keterkaitan antara time management dengan productivity, decision making, stress, dan getting organized di tempat kerja
- Personal mission and vision
- Personal scorecard
- Teknik penjadwalan
- Teknik penghematan waktu

Siapa yang Perlu Ikut

Semua level manajemen yang tertarik untuk mengelola waktu dengan lebih baik

Problems to Be Addressed

How to utilize our time to be more meaningful not just efficient and effective in accordance with a business orientation.

Objectives

After taking this training program, the participants will be able to:

- *Understand the relationship of time management, productivity, decision making, stress and getting organized*
- *Develop personal mission and vision*
- *Develop personal scorecard*
- *Develop weekly schedule*

Subject Covered

- *Relationship between productivity, decision making, stress management, and getting organized in the works*
- *Personal mission and vision*
- *Personal scorecard*
- *Weekly schedule*
- *Time saving technique*

Who Should Attend

Every level in management position that interested in better time management

IDR 5.000.000

