

Kepemimpinan

Time Management: How to Organize and Prioritize to increase your Productivity

Tatap Muka

Contrary to popular belief, there is no shortcut to managing yourself more effectively. The key is to invest your time in the most productive way, not only for the sake of your organization but also or your own peace of mind

Apa yang akan akan pelajari

In this 2 ½ hour workshop, you will discover where you actually spend your time. With a clear picture of where time gets lost, you'll start to see where you can improve. Together you'll review specific tools and approaches to help you stay on target, increase productivity, and get better results in work and in life.

Mengapa Anda ingin mempelajarinya

Next to your personal attitude, time management is the skill that defines your ability to make an impact. When you learn how best to spend your time, you'll be more productive and can focus on what matters most, with peace of mind.

Bagaimana ini akan membantu Anda

People who understand time management are more effective in their work because they know what to prioritize, what to delegate, and when to say no. This course will give you a clear picture of where time gets lost and how to invest your time in places where you'll see the biggest return.