



TIME MANAGEMENT

Menjawab Masalah Apa

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

Manfaat Apa yang Anda Peroleh

Setelah selesai mengikuti program ini, peserta diharapkan 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 Saja 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

Having attended this program, the participants are expected to 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*

Subjects 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*

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