

TIME MANAGER

IMPROVE YOUR PERSONAL EFFICIENCY



Manage your time effectively.

Time is something you can manage, just like any other precious and finite resource.

It takes a special kind of attitude to make the most of time, to be efficient as well as effective in using it judiciously and with a plan in mind. The good news is that time management is a skill, it can be learned and applied in a very practical way that most people can easily adopt *and* adapt to their own ways of working.

By implementing the TMI philosophies of overview, structure, results and control you will successfully avoid much of the fatigue and stress most employees experience in their working days.

Whether you use an electronic or paper-based diary or a combination of both, aligning the available time you have with your decision base of tasks and priorities means you get the results you want, at a standard you expect and at a time you need them. Even if this means juggling them a little!

Everyone benefits by improving their ability to use time well!

Time Manager is one of TMI's flagship, proven solutions for individual and organisational performance improvement, implemented with outstanding results on a global scale.



2 Day workshop

Comprehensive materials

Practical learning for immediate impact

TARGET AUDIENCE

Anyone who wishes to address their work-life balance, achieve their goals, reduce stress, increase energy levels and become a peak performer.

For more information, visit www.tacktmimalaysia.com or call us on +603 – 6203 4410

THIS COURSE WILL ENABLE YOU TO:

- Perform more effectively and increase your energy levels
- Accomplish the key tasks that ensure you achieve your desired results
- Have greater flexibility with clearer perspective of priorities, whilst reducing procrastination
- Gain improved creativity and decision making skills
- Reduce stress, irritation and fatigue, as well as the risk of failing to meet deadlines



WE BELIEVE IN THE INDIVIDUAL

a GI GROUP brand