



# TIME MANAGEMENT : DO MORE, STRESS LESS



## ABOUT THE TRAINING

In this training course, you will learn to develop a clear sense of purpose, structure priorities, overcome negative behaviour patterns, leverage practical strategies, tools and techniques to develop a better time management skills.

Effective time management skills help you make better decisions, meet deadlines and achieve your goals. Learn how to manage your time and develop your own personal action plan by joining this training course.



**SBL Khas Claimable**

## More Information :

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## OBJECTIVES

- Can use practical techniques for organising work.
- Able to gain a balance between professional goals and personal time.
- Recognise variety of causes of procrastination and apply relevant techniques to overcome it.
- Can adopt appropriate strategies for dealing with interruptions and else which 'steals' your time.

