



**First Select**

## **Time, Self, Stress & Meeting Management**

Date	Venues	(\$) <b>Fees</b>	Book your seat
28 Dec -01 Jan 2026	Kuala Lumpur	3300	<a href="#">Register Now</a>

### **Objectives:**

By the end of this program participants are empowered to achieve at their maximum potential. They leave the program with superior sense of personal responsibility and how to:

- Recognize priorities and set valid achievable goals.
- Avoid procrastination, indecision, disorganization, stress, fatigue and fear.
- Become more productive by reordering priorities and establishing realistic deadlines.

### **Who should attend?**

All those responsible for improving business and staff performance and getting results.

### **Course Outline:**

The course covers the following topics:

- Introduction to Time Management Concepts
- Analyzing how you Use your Time
- How to Make Full Use of your Time
- How to Plan Effectively
- Analyzing your Job Priorities
- How and What to Delegate Effectively
- How to Cope with Common Time Wasters
- Time Management on the Telephone
- Time Management in Meetings
- Dealing with Interruptions
- Developing your Personal Action Plan
- Following Up
- Constantly Checking on your Investment in Time Management
- Recognizing the sources of your stress, fear and fatigue
- Extending your performance period
- Busting procrastination and fatigue
- Removing your fears
- Managing stress effectively

### **WORKSHOP STYLE:**

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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