

Managing your Time and Priorities

管理和優先化您的時間

MEDIUM : Cantonese / English

COURSE CODE : MYTP

DURATION : 1 Day

We all have 24 hours in a day. The difference between a highly effective and a less effective person often lies in how he or she manages these 24 hours. While we cannot create more time, we can certainly create more value from time. **The purpose of this workshop is to help participants identify what matters in their lives, and focus onto doing what matters more effectively.**

Methodology

Discussions, demonstrations, assessments, exercises, mini-lectures.

What participants will learn

At the completion of the course, participants will be able to:

- Increase the amount of productive time in a day
- Focus efforts to do the things that matters in life
- Reduce time wasters
- Make meetings more effective
- Delegate with confidence

Benefits

To the organization:

- More efficient and productive workforce
- Less time wasters

To the individuals:

- Create more values that matter
- More time to work
- Positive attitude towards meetings
- Delegate with confidence

Course Outline

1. Introduction

- The most valuable free resource
- The need to manage time
- Making more productive time and making time more productive

2. Assessing your current pattern

- Assessing your current pattern of time usage
- Identifying gaps and wastes

3. Making more productive time

- You and your biorhythm
- 5 ways to increase your productive time

4. Making time more productive

- Clarifying your vision and values
- Differentiating the important from the urgent
- The 3Ps in effective time management
- Planning your day

5. Removing the time wasters

- Identifying time wasters
- Removing time wasters

6. Making the biggest time waster your ally

- The biggest time waster in business
- How to make meetings more effective

7. The ultimate time saver

- The ultimate time saver
- Pitfalls in delegation
- How to delegate without losing sleep

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
September 2017								
3	Sep-21	Influencing and Negotiation Skills Workshop	INSW	1	HK\$3,480	HK\$3,180 Aug 25, 2017	Aug 30, 2017	C/E
4	Sep-25	Coaching and Feedback Skills	NEW CFSW	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-26	Managing your Time and Priorities	MYTP	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-27	Problem Solving and Decision Making	PSDM	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-29	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
October 2017								
2	Oct-11	Towards a High Performance Team	NEW THPT	1	HK\$3,480	HK\$3,180 Sep 15, 2017	Sep 20, 2017	C/E
	Oct-12	Influencing Others without Formal Authority	IFSW	1	HK\$3,480	HK\$3,180 Sep 15, 2017	Sep 20, 2017	C/E
3	Oct 17-18	Project Management Workshop	PMW	2	HK\$6,480	HK\$5,980 Sep 22, 2017	Sep 27, 2017	C/E
	Oct-19	Business Etiquette Workshop	NEW BEW	1	HK\$3,480	HK\$3,180 Sep 22, 2017	Sep 27, 2017	C
4	Oct-24	Effective Business and Email Writing	NEW EBEW	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E
	Oct-25	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E
	Oct-26	21st Century Sun Tzu Leadership	Updated ST-L	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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Call Miss Mak at:
2838-1182



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Send enrolment form above to
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2838-7122



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