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# Effective Time Management



In the modern business world, time is always a scarcity resource and good time management can make a company running more efficiently. For entrepreneur and top management, it is a crucial factor to be more successful.

Time management is commonly defined as the various means by which people effectively use their time and other resources in order to make the most out of it. By learning through this course, you can learn **one of key elements** to become the future leader.

## 1 Day

### Objectives

The course aims at providing participants a well time management approach **and helps them to apply it in** their daily business lives

### Target Audience

Entrepreneur, executive and management

### Details

By joining Effective Time Management course, you can

- Do the things that benefit you and your business
- Do only things that matter and enjoy your life
- Use time more efficiently
- Effective planning skill
- “Squeeze” time out of your life
- Prioritize the work into difference process according to their importance and priority
- Devolving duties and empower others

### Methodology

Learning by doing and sharing of experience

### Venue

ACI training centre or as required