

Webinar "Managing Self, Managing Time"



Registration Method

Interested persons are welcome to attend. Admission is Free.

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Effective time management is essential for both personal and professional lives. In this seminar, a human resources expert will offer advice on how to effectively manage time, including identifying the time wasters, ways to eliminate them, and how to better utilise time under the work from home arrangement. She will also recommend tools to manage time in the workplace.

Details



Date: 22 October 2020 (Thu)

Time: 3:00 - 4:00 p.m.

Language: Cantonese

Speaker: **Ms Angie Yu**

Vice Chairman of the Institute of Training Professionals

Topic: **Managing Self, Managing Time**

- Benefits of better time management
- 6 "Time Wasters" and ways eliminate them
- How to better utilise time under the work from home arrangement
- Tools to manage time in workplace