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### Tentang CareerTrack-Training

CareerTrack Training dan BeProfessionalTheClub adalah divisi pelatihan manajemen dari PT.Proesdeem Indonesia—lembaga konsultan manajemen yang sejak tahun 1995 memfokuskan kegiatannya pada penyelenggaraan pelatihan profesional. Pelatihan yang diselenggarakan oleh CareerTrack Training dan BeProfessionalTheClub senantiasa memadukan aktualitas dan kualitas kurikulum (modul) pelatihan, pelayanan yang prima, dan kapabilitas instruktur.

Pelatihan yang diselenggarakan oleh CareerTrack dan BePRO senantiasa mengacu pada perkembangan mutakhir dalam pengelolaan perusahaan yang saat ini berorientasi kepada terciptanya *good corporate governance*.

CareerTrack dan BePRO sejak berdiri tahun 1995 senantiasa berusaha mempertahankan kualitas professional training yang tinggi dengan menerapkan adanya check dan control, sehingga professional training yang diselenggarakan dapat

- menjawab kebutuhan para peserta secara komprehensif dan dengan pendekatan aplikatif
- memfokuskan terhadap solusi yang spesifik dan relevan terhadap perkembangan terkini
- memberikan aspek teknik dan aplikatif yang dibawakan oleh para instruktur yang mumpuni
- memfasilitasi kebutuhan soft skill dalam pengembangan karir dan bisnis

Melalui professional training, CareerTrack dan BePRO dapat membantu perusahaan yang ingin berkembang ataupun memperkuat posisi strategisnya dengan memberikan expertis yang dapat meningkatkan kemampuan dalam

- Mengelola prioritas secara efektif
- Membangun budaya kerja yang produktif
- Meningkatkan job value
- Menyelaraskan kemampuan dengan perkembangan serta kebutuhan terkini
- Menciptakan proses, dan professional terbaik bagi perusahaan.

# Basics of Time Management Workshop

The most common Time Management problem is that people are reactive rather than proactive. Rather than acting towards long-term goals, they react to external pressures. Time Management teaches participants how to reverse that process. Through stimulating and interactive participation and analyzing their own data, participants will learn a set of tools, which they will apply immediately on their new daily planner and carry forward on a continuing basis to:

- Expedite work projects
- Get your arms around your job
- Maintain better customer relations
- Complete projects on time
- Organize their personal and business activities
- Coordinating, Organizing, Planning, and Evaluating
- Discussion on using organizational tools more effectively

The ultimate results of this course will be for participants to:

- Assign priorities to work related goals
- Clarify goals
- Sort out and structure daily tasks
- Working smarter not harder
- Assess the areas where the greatest return on time can be expected
- Determine whether or not activities are goal-directed
- Apply a critical path network system to estimate time and activities required to reach objectives
- Apply data in their own daily organizer, daily planner or Palm Pilot

### Course Objectives and Outline

#### Identifying Obstacles

- State personal objectives for workshop.
- Analyze time audit to understand gaps in time management.
- Exercise #1: Identification of obstacles that prevent us from managing time effectively.
- Exercise #2: Personal behavioral habit assessment.
- Understanding the root of our ineffective time management habits.
- Exercise #3: Developing strategies for overcoming bad habits. Learning to save time by communicating with others efficiently.

#### Time Leveraging Tools: Goals, Activities and Priorities

- Understanding the importance of setting goals.
- Goal-Getting Guidelines.
- Exercise # 4: Setting Goals: Students will create four well-defined goals
- Identifying Activities: Identifying the specific activities necessary to reach individual goals.
- Sorting through activities using the 4 D principle: Dump, Do, Delegate, Defer.
- Activity #5: Creating list of activities that are tied to specific goals. Applying the 4 D principle.
- Assigning Priority to Goals.
- Exercise # 6: Identifying level of priority for each goal.

#### Action Planning and Overcoming Obstacles

- Learning to plan daily.
- Using a calendar or time planning tool effectively.
- Managing Deadlines.
- Exercise #7: Defining realistic deadlines.
- Scheduling in Reverse.
- The Pareto Principle.
- The Urgent vs. Important theory: how to be proactive instead of reactive.
- Exercise #8: Urgent vs. Important team competition.
- Review of class objectives/ obstacles. Implementing time management. tools outside of the classroom. Discussion of strategies participants can use to overcome personal obstacles.
- Wrap-up

Jadwal Anda		IDR (000)
Jan 29 , 2010	Jakarta	1.500
March 19 , 2010	Jakarta	1.500
May 27 , 2010	Jakarta	1.500
July 09 , 2010	Jakarta	1.500
Sept 20 , 2010	Jakarta	1.500
Nov 22 , 2010	Jakarta	1.500
Lokasi: Patra Office Tower#1710 atau hotel Sahid Jaya/Ibis Sliipi/dan lainnya		

\*)Bya tidak termasuk pajak & akomodasi