

RULES

- Semua mengaktifkan kamera. Nama akun zoom menggunakan nama pribadi (bukan nama panggilan saja/nama samaran)
- One voice rule
- Izin silakan personal chat/japri ke trainer
- Jika ada yang presentasi/berpendapat, semua mute kecuali trainer dan presentator
- Silakan bertanya ketika presentasi selesai (kecuali presenter memperbolehkan untuk bertanya di tengah presentasi)
- No chatting! Send privately aja jika ada yang penting
- Respect each other



HOW TO BE PROFESSIONAL?



SELF
MANAGEMENT

TIME
MANAGEMENT



SELF MANAGEMENT

Self-Management

Self-management involves setting goals and managing your time.

Developing your motivation and concentration skills will help you to overcome the lure of procrastination.

Self-management helps you to avoid stress and provide you with more opportunities to get involved in important activities.

How can You Manage Yourself?



1: Get Crystal Clear

2: Be Extremely Flexible

3: Avoid Task Hopping

4: Make Deadlines Your Friend

5: Take Time for Self-Care

Strategies Helping In Time Management

- Make the Meaningful a Priority
- Build Flexi Time into Your Schedule

Making the Meaningful a Priority

- Determine what adds meaning to your life then make sure you add it to your list of priorities.
- Setting up your Priorities will help you doing the task which is important for your-self.
- This might include time with loved ones, time to meditate, to read for pleasure, time to exercise, time for volunteer activities.

Build Flexi Time into Your Schedule

- It means you must leave two to three hours each day unscheduled.
- Don't double book yourself at this time.
- This time is sacred and use it for thinking, planning, handling the unexpected, and dealing with emergencies.

Time and Time Management

- Time is defined as the duration in which all things happen
- Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals.

3 Reasons that could be hampering your ability to get stuff done

1. Stress Is Shutting Down Your Executive Function
2. You Obsess Over Goals Instead Of Building Habits
3. You Still Believe in Multi-Tasking

Avoid Time Wasters



1. Procrastination



2. Telephone, email and Internet

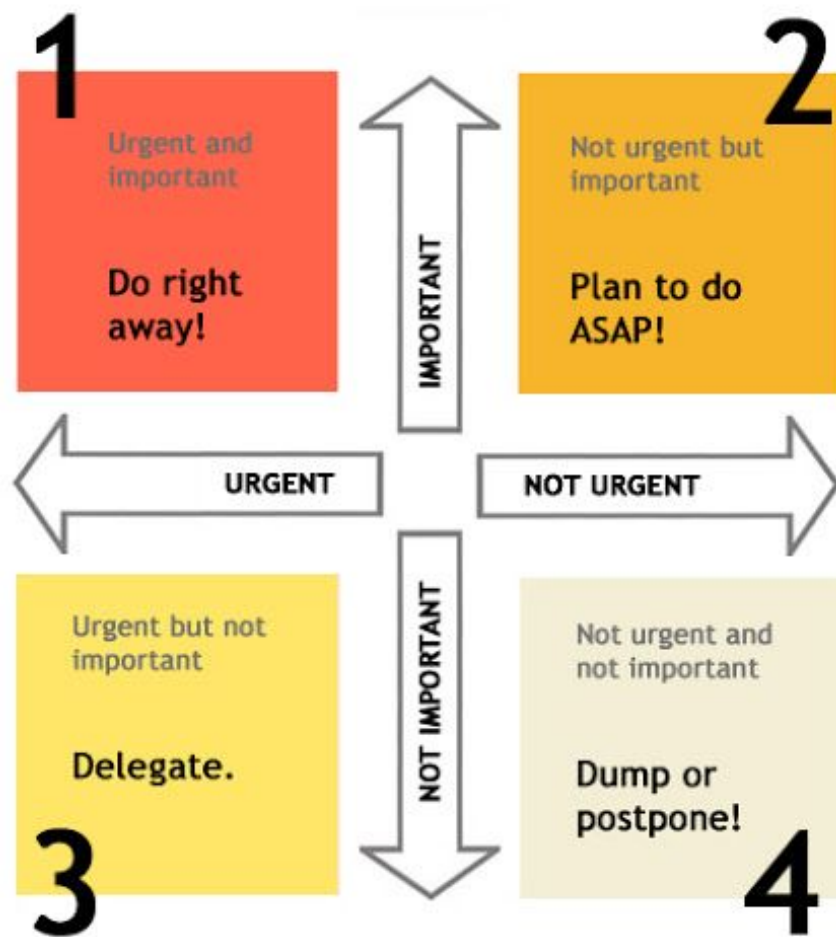


3. Interruptions

4. Not enough time-off or time for yourself



Need a little "me" time.



Conclusion

Author Alan Lakein wrote,

**“Time = life;
therefore, waste your time and waste
your life, or master your time and
master your life.”**

TUGAS

- Buatlah Tabel Skala Prioritas mu saat ini
- Berikan target waktu untuk penyelesaiannya.
- Gunakan Media apapun sekreatif mungkin
- Waktu 15 menit

Characteristics of Successful Time Management

- Evaluate
- Plan and Prioritize
- Eliminate Time Thieves
- Delegate
- Say No
- Rest and Replenish



THANK YOU