

## SME Seminar "Managing Self, Managing Time"



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 identify time wasters and how to eliminate them. She will also recommend tools to manage time in the workplace.

### Details



- Date: 13 November 2019 (Wednesday)  
Time: 3:30 – 5:00 p.m.  
Venue: Support and Consultation Centre for SMEs of the Trade and Industry Department (SUCCESS) Room 1301, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City
- Language: Cantonese
- Topic: **Managing Self, Managing Time**
- Benefits of better time management
  - 6 "Time Wasters" and how to eliminate them
  - Tools to manage time in workplace

**Speaker:** Ms Angie Yu, Vice Chairman of the Institute of Training Professionals

### Upcoming SUCCESS Seminar

#### "Supporting SMEs – Government Funding Schemes"

Date: 18 November 2019 (Mon)

Venue: Hong Kong Central Library

Speakers: Representatives from

- SME Export Marketing Fund (EMF)
- Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)

Registration will be launched soon,  
Please check SUCCESS website.

### Registration Method

Interested persons are welcome to attend.

Admission is free.

Please register at SUCCESS website  
([www.success.tid.gov.hk](http://www.success.tid.gov.hk)) on or before  
12 November 2019 (Tue). Registration will  
close once seats are all taken.

Enquiry Hotline: 3403 6111.

Register Now