

TIME MANAGEMENT TO INCREASE WORK EFFICIENCY

HCM : 10-11/09/2026
HN : 14-15/09/2026



Are you feeling overwhelmed and stressed with endless stream of to-do lists and task assignments?



Do you frequently miss deadlines and have to delay many tasks, which impacts the performance evaluation by your superior?



Are you constantly interrupted by emails, phone calls, and requests from superiors, colleagues, and subordinates, making it difficult to focus and achieve your goals?



OBJECTIVES

- Develop a deeper understanding of the critical role that effective time management plays in the workplace.
- Grasp the principles and necessary tools to manage time effectively, thereby boosting productivity and performance.
- Optimize your work speed and achieve exceptional efficiency within the constraints of the standard 8-hour workday.



TARGET

- Staff
- First-line Manager
- Middle Manager
- Top Manager

2-DAY TRAINING

Optimize time and maximize productivity through superior time management skills !!!

Part 1 : Understanding Time and Time Management

- What is time and time management?
- The significance and advantages of time management for individuals and companies
- “Think-Act-Result” Model
- Levels of time management
- 5 critical components of efficient time management
- Assessment test of time management skills

Part 2 : 5 steps of effective time management using the 5A Model

(Aware, Analysis, Attack, Assign, Arrangement)

- 2.1 Step 1 (Aware): Identify all the tasks that require completion
- 2.2 Step 2 (Analysis): Evaluate and categorize tasks by importance and urgency, determine the prioritization of tasks.
- 2.3 Step 3 (Attack): Eliminate time-wasting factors
- 2.4 Step 4 (Assign): Delegate tasks, assign tasks and seek support from others (if necessary)
- 2.5 Step 5 (Arrangement)

Part 3 : Maximize daily work performance

- Methods for planning and executing tasks within an 8-hour workday
- Techniques for creating a daily to-do list
- Anti-procrastination techniques
- The 5 Choices to extraordinary productivity
- Utilization of technology in time management

Part 4: Action Plan

※The above content is subject to change without prior notices.

1 The trainer program is specially designed for Japanese businesses, meeting the needs of improving the quality of human resources in the company.

2 The team of Vietnamese instructors is highly skilled and experienced in teaching, with extensive practical experience working in Japanese companies.

3 The training format and environment are dynamic, encouraging active participation, feedback, and discussions from the participants. There are practical topics applied after the course.

WHY CHOOSE AIMNEXT



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In charge Ms. Loan Anh (English, Vietnamese)
Mr. Nagayoshi Tasuku (Japanese)



TRAINING TIME & VENUE

Ho Chi Minh 10-11/9/2026 (Thu – Fri)
Time: 8:30 ~ 16:30
Venue: T Floor, Nam Giao 1 Bldg,
261-263 Phan Xich Long, Cau Kieu Ward

Ha Noi 14-15/9/2026 (Mon – Tue)
Time: 8:30 ~ 16:32
Venue: 14F, Hapro Tower,
11B Cat Linh, O Cho Dua Ward



TRAINER

Ms. T. T. N. HANH

- Graduated Master of Business Administration (MBA) from Ho Chi Minh City University of Economics and Finance and Mini MBA from The Oxford Centre For Leadership – United Kingdom.
- Certified Master Train The Trainer International from WISC – Ascendo Academy - Singapore.
- 19-year experience working as managing director, executive management, consultant and trainer.
- Expertise areas: Train, coach and consult on corporate management; internal training and human resource development program; leadership development; sales and customer service



COURSE INFORMATION

- [Language] Vietnamese
- [Fee] 5,800,000 VND/Person
(Lunch for 2 days, not including VAT).
For companies with 2-4 participants, a 5% discount is applied & those with 5 or more participants, a 10% discount is available.
(Applied separately for training in HCM & in Ha Noi)
- [Method] We applied offline training.
- [Participants] HCM: 28 people – HN: 30 people
(First-come, first-served basic).
- [Registration] Fill in the attached “Application form” and send to AIMNEXT via Email (training-vn@aimnext.com).