

TIME MANAGEMENT

**We judge ourselves by what we feel capable of doing...
while others judge us by what we have already done.
While some achieve what they know they can, others don't .
The difference lies in their time management.**

Objective of the workshop:

The workshop emphasises the need for time management and equips the participant with practical tips, tools & techniques to manage their time better.

Workshop focus:

- ◆ Self-evaluation about time management
- ◆ Prioritization
- ◆ Using Productivity Tools
- ◆ Identifying your time-on-tasks objectives
- ◆ Writing an owner's manual
- ◆ Pro-act rather than react
- ◆ Handling Procrastination
- ◆ Phone calls, emails and meetings
- ◆ Delegation – how to do it right

Methodology:

Participative exercises, role-plays and case studies

Take aways

- ◆ Increased effectiveness and efficiency
- ◆ Greater productivity and professional fulfilment
- ◆ Reduced stress and anxiety
- ◆ Better co-ordination and smooth operations
- ◆ Improved in-company and customer relations

Medium:

Online via Skype

Duration:

8 hours – Usually held in 4 two-hour sessions, Frequency, timings and duration of each session decided as per mutually agreed schedules.

Target group:

Students, New Employees, Managers, Supervisors, Executives