

Really **working hard** but not making **sufficient progress**?

Learn proven techniques for mastering time. The approach will involve presentations & discussion to introduce the concepts of time mastery and practical exercises & syndicate work to develop personal skills.

TIME MANAGEMENT



Are you working harder & longer than ever before, trying to keep up with an increasingly demanding workload? Most professionals are! You know the drill: You come in early, stay late, take work home, do two things at once--but your “to-do” list just keeps getting longer & longer!

Your calendar is jammed with **commitments**. Your workspace is shrinking because of the **piles of paperwork** you need to get to. You're **stressed out, frustrated & overwhelmed** because you don't see any end in sight to your growing workload.

Sound all too familiar? Then take heart! We've developed a practical new approach to organizing your time, a one-day workshop called

Time Management & Organization Skills for Busy Professionals

Get more done in fewer hours with a time management system YOU design! The trouble with traditional time management theories, we've found, is that they're one-size-fits-all. No wonder they don't work! That's why the heart of this radically different program is a time management plan that YOU will design for yourself --- allowing you to build in the flexibility you need to meet work & home commitments.

October 6, 2018 | Saturday

9:00 am to 5:00 pm | @ IBA City Campus

TRAINING INVESTMENT: PKR 8,000

(Including best training, course material, meals, certificate, & business networking)

Skills Development Program

Adding Skills to Experience

Most Valuable Learnings:

- **Organize anything** from a messy desk to towering piles in 3 basic steps
- **Take action** with “next-step thinking” to get tasks accomplished — instead of putting them off
- **Boost productivity** by identifying and eliminating time-eating habits and organizational hurdles
- **End procrastination**, perfectionism and other time traps forever!
- **Say goodbye** to missed deadlines by accurately estimating how long projects will take

Course Focus:

Managing Yourself: Success Habits That Boost Your Effectiveness

Managing Your Time: New Tools and Strategies That Really Work

Managing Your Stuff: Clutter-Busting “Musts” for Getting Organized

Managing for the Long Haul: “Next-Step Thinking” Keeps You on Track for Life!

Trainer’s Profile:

Subhan Sharif practices pro-activeness and innovation to his personal and professional life. A lifelong learner, he has completed his graduation from University of Karachi, also achieved trainings from Manchester College Of Professional Studies in Information Technology Manchester UK , Central School of Professional Studies in Business Administration, London UK and Pakistan Institute Of Tourism And Hotel Management, Karachi, PK. He also holds the proud honor of achieving a scholarship from University of Oxford.

Journey from IBA to OXFORD was a nice learning experience for Subhan as he explains among many of his certifications. He names a few like Personal Coaching from The Coaching Academy at Manchester, UK and PRINCE 2 from Maven Trainings Certification at Leeds, UK and Strategic Marketing & Marketing Management from Institute Of Business Administration.

Different companies in corporate sector engage him to train their employees and Educational institutes including universities invite him to speak to their audience.

For Registrations:

Ph.: 021-38104700-01 Ext: 1541 | **Fax:** 021-38103008

Email: BESDP@iba.edu.pk

Website: <http://sdp.iba.edu.pk>

Join us: <https://www.facebook.com/IbaBusinessenglish>

For queries & information:

Sumera Muhammad

Manager, Skills Development Program

Center for Executive Education

Ext: 1801 | Email: smuhammad@iba.edu.pk

Mirza Irshad Baig

Executive, Center for Executive Education

Ext 1811 | Email: mibaig@iba.edu.pk

Registration form and Fee Voucher are available at our website:

<http://sdp.iba.edu.pk>

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

No fee will be accepted in cash/cheque at our office.

The **best investment** you can make is in **yourself**.

So don't put this off any longer.

Make a firm decision to attend the course and reserve your place on this most demanding and popular course, **today**.