

# Time Management

## Program Overview

Time management is life management. Those who manage their time effectively, live a more satisfied. One skill that is prevalent in all leaders of repute is time management. People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. This time management training will help participants learn effective time management strategies such as goal setting, prioritization and how to beat procrastination. There are topics that apply to some people more than others such as 'effective delegation' and 'managing meetings'. We want you to get the most out of your time.

## Learning Outcomes

- Plan and prioritize each day's activities
- Categorize tasks using the Urgent/Important Matrix
- Overcome procrastination quickly and easily
- Effective decision-making and problem-solving
- Handle high pressure, crisis situations with ease
- Time planning and scheduling techniques
- Organize your workspace and workflow to make better use of time
- Handle crises effectively and quickly
- Plan meetings more appropriately and effectively
- Master when and how to delegate for maximum productivity

## Who Should Attend

- Managers and leaders
- High-level managers and HR departments
- Customer service representatives and sales agents
- Team members
- Anyone who would like to improve their time management skills

**think**  
out of the  
**box**

## For Further Details

Skills Development Program  
Center for Executive Education  
Tel: 021-38104700-01 | Ext. 1811, 1813 & 1814

## Trainer



**Farhan Uddin Raja**

## Investment

**15,000** + 5% Tax