

Time Management

Learning Activities

Learning activities to introduce the idea of Time Management Skills the whole process along with resonance direction.

Videos

Participants will be shown some powerful video on the Time Management Skills

December 14, 2019
Saturday
9:00 am to 5:00 pm
PKR 12,000/- (exclusive of 5%
tax)

Are you working harder and 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 and 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 and 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 and 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



Most Valuable Learning

- 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 Outline

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!

This is the key to time management - to see the value of every moment.
Menachem Mendel Schneerson

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.

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Delegate

**TIME
MANAGEMENT**

Set
goals

Say
no

online