



Time Management

Program Overview

At times you may hear people getting stressed and complaining that there is no balance in their lives. They feel that they are unable to deliver what they promise; they end up disappointing colleagues and are constantly pressured to prove themselves as they are slipping on commitments. **Perhaps!** They aren't doing well managing their time. Making sure you deliver what's promised to build personal and professional credibility should be reason enough to learn how to manage time. The need for exercising conscious control over the amount of time spent on specific activities, leading to enhancement of effectiveness, efficiency or productivity drives the need for building skills on **Time management**.

So, how does one manage time? Planning, Prioritizing, Scheduling and Monitoring can be some methods that can be used to effectively manage one's time. Knowing what to work on, when and how much time you have to finish the work makes you more focused and keeps you away from such activities which either you do not have to work on or can be worked on later. This focus on the work ensures that you get more quality work out.

TCG's program on Time Management is aimed at helping you Prioritize your work, Deliver quality work, Get more done in less time, Deliver what's promised, Discipline you day and activities, Deliver more that you thought you could and more importantly, build immense credibility for yourself!

Training Objectives

- Assess your personal Time Management style
- Manage time conflicts
- Learn to make timely decisions and deal with procrastination
- Managing Work-Life balance
- Recognize key components of effective goal setting through time management
- Learn to Prioritize – Prioritize – and... Prioritize better
- Identify ways to deal with non-valid tasks and eliminate distractions

- Develop a strategy for aligning your daily activities to support your goals
- Learn the difference between being “busy” and “productive”
- Learn about tools/technology to help manage time effectively

Who Should Attend

Executives, Managers, Supervisors, Team Leaders, Team Members, and anyone else who must meet the challenge of managing their limited time to get the most important work accomplished.

You Will Learn How To

After completing this workshop, participants will have the skills and knowledge to:

- Allocate the appropriate amount of time to a particular task
- Efficiently plan each day and reduce time wastage
- Increase individual productivity, accountability and commitment
- Live a time-created stress free life
- Add an additional 12 productive hours to your week - every week
- Achieve more in less time
- Develop a laser-like focus on your goals
- Find quality and quantity time for personal relationships.
- Eliminate fatigue, delay, ambiguity and confusion in day-to-day work situations

Training Aids

Included with this workshop is a comprehensive participant manual designed for easy reference including worksheets, matrices, checklists, and process flows; other aids used to make the workshop effective are PowerPoint Presentations, Role Plays, Games, Group Activities, and Case Studies.

Training Hours

The duration of the training program will be for 2 days/16 hours.