

TIME / TASK MANAGEMENT

TIME	TOPICS	TIME	TOPICS
0900 - 1000	Pre-assessment of the subject knowledge Analyze your current use of TIME Dealing with procrastination before you start.	1400 - 1500	Meeting management / scheduling Team/task management/followup management Brainstorming / questions & answers
1000 - 1100	Gartner Magic Quadrant & it's application Understanding & managing the priorities Brainstorming / questions & answers	1500 - 1600	Managing yourself & stress effectively Managing your work environment & relations Brainstorming / questions & answers
1100 - 1200	Task management / using your schedule better Organize yourself in calendar/to do list/reminders Brainstorming / questions & answers	1600 - 1630	ABC's of work delegation Learn to say NO. Brainstorming / activities / discussion
1200 - 1300	Organising your desktop / laptop Data management in your system Brainstorming / questions & answers	1630 - 1700	Brainstorming / questions & answers Conducting post test / final training evaluation Participants feedback / certificate distribution

COURSE OVERVIEW

No matter who you are, we all have 168 hours each week. Your ability to best utilize those 168 hours will ultimately determine your success. Using self-discovery, hands-on activities and innovative concepts, throughout this high energy training program, participants will learn how to get better control of their time and their life in general.

From setting achievable life and work related goals to learning how to more efficiently and effectively control their time and resources. The program also stresses on the importance of planning and prioritising, dealing with and controlling interruptions, setting boundaries and managing stress.

COURSE BENEFITS

Participants are going to get following learning benefits by attending this training course.

- ▶ They will be able to better organize themselves and their workspace for better efficiency.
- ▶ They will be able to take control of their time and make improvements to their work habits.
- ▶ Eventually when you are aware of the importance of managing their time they will become a better, productive and efficient professionals at their organizations.

WHO SHOULD ATTEND

This course is for everyone and anyone who wants to learn skills to improve how they manage their time in order to maximise their potential is invited to attend. Specially for those working in an office environment with time work schedules and deadlines.

This time & task management one day training course will help delegates & participants increase work effectiveness and productivity, achieve greater control of their daily activities and overcome stress.