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TIME MANAGEMENT

Essential Element for Career Success
2-Day intensive and interactive workshop

About the Program

Time Management Skills are an essential element in creating a successful career and life. Such practical techniques have helped leading people in all walks of life to reach the peak of their careers. This effective skills allows you to manage, take responsibility and thus feel liberated and be in charge of your own achievement. This key skill of 21st century is a commodity we each have equally yet not manage equally well always!

Learn *Time management* to manage all areas of your life's better and smarter.

Who Should Attend

This workshop is open for any executives who would like to be efficient in their professional or personal life with managing their time to increase productivity and profitability.

Your Benefits

- Understanding the general principles and benefits of time management
- Useful tips on how to control information
- Take away tools for effective time utilisation
- Skills on how to better manage your time to increase productivity and profitability
- Identifying issues and barriers and setting priorities more effectively

Program Outline

- Understand time and its principles
- Create time audit
- Issues and barriers
- Use pareto principle
- Set goals
- Setting priorities
- Making a to do list
- Effective Time Utilization tools – Productivity tools, Distributed Living, Pricing Time, Time Wasters
- Create a Time Management Plan
- Learn Skills that help in better time utilisation
- Control Information Overload Tips