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## Time Management



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## Time Management

Time management is the act or process of exercising conscious control over the amount of time spent on specific activities, especially to increase efficiency or productivity. Time is the only resource that is distributed to everyone in equal measure. Due to our busy schedules, time management is crucial skill to balance our professional as well as personal skills.

### Aims/Objectives:

- To provide participants with a set of proven time management tips and tools to help them to make decisions regarding the use of your time that will lead to more effective, efficient results in all areas of life.
- To facilitate participants in creating a master list of goals and activities that are competing for their time and attention.
- To help participants to identify and prioritize high value goals and develop a strategy for aligning their daily activities to support the goals.
- To equip participants with effective techniques to overcome the main hurdles that divert time and attention away from pursuing their most important tasks, including how to deal with the burden of email, how to cope with interruptions, how to delegate low priority tasks, and much more.
- To facilitate participants in understanding how individual behavioural styles influence the way we manage our time and identify individual time management issues.

### Workplace Outcomes:

- The participants will be able to effectively manage their time, thus increasing their effectiveness and efficiency.
- The participants will learn how to prioritize their tasks and activities and align their daily activities accordingly.
- The participants will learn time tested techniques for effective time management.
- The participants will be able to identify their personal time management issues and improvise on their shortcomings.



**Duration: 1 Day**

**Methodology**

- The program will have interactive lecture sessions, power point presentation, Role-plays, practice exercises and Simulation Games.

**Participants**

All Employees