



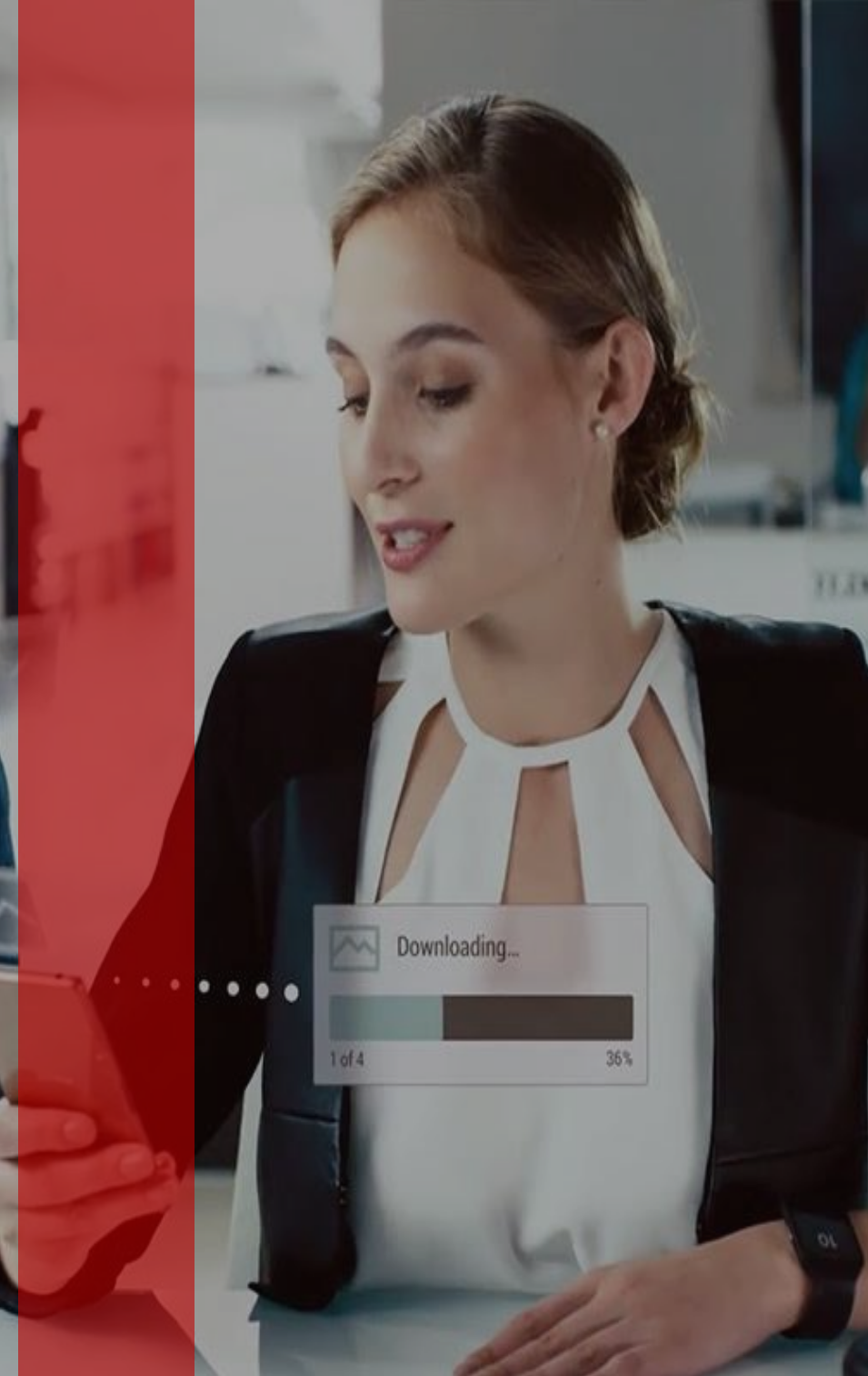
OVERVIEW

Managing time effectively requires to shift your focus from activities and constrain it on results, Through this two – day workshop participants will learn how to, make use of their time more efficiently and increase their productivity ,they will be supported with the methodologies that will enable them to organize and plan their daily, weekly & monthly workload.

OBJECTIVES

By the end of the workshop participants should be able to:

- List the personal & professional goals
- Understand the Time Matrix
- Differentiate between Urgent and Important Tasks
- Mange Life effectively
- Understand Stress and its impact



OUTLINE

- **My North**
 - What is Time?
- **What is Life?**
- **Values**
- **Goal Setting**
 - Personal Goals
 - Business Goals
- **My Time**
 - My Matrix
 - Work Life Balance
- **Workplace Effectiveness**
- **To Do & Not To Do**
- **Action Planning**

DETAILS

Duration
Two days

Target Audience
All Levels

Tools
Video, Role Plays, Group Discussions.