



It's an old saying that **"Time & Tide wait for none"** & we all know how difficult it is to manage time in our daily life, however the key word here is difficult & not impossible, this is where our module on Time Management Helps.

What is time management?

Time management training is dedicated towards training people to plan and exercise conscious control over time spent on various activities. This helps in the overall increase of effectiveness, output and competence of an individual.

By applying the skills taught in our Time Management Training you can optimize your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This warrants that you achieve the greatest benefit possible with the limited amount of time available to you.

The important components of the Time Management Workshop conducted by us are:

- ⇒ What does Time Management mean to you - Discussion & Activity
- ⇒ Your experience with Time Management - Discussion & Activity
- ⇒ Prioritizing tools - Time Management Matrix - Discussion & Activity
- ⇒ Pyramid of Time - Activity
- ⇒ Value Of Time - Case Study

Post this workshop the learners will have clarity on what tasks need to be prioritised and how to stay away from tasks that distract you from the more important activities thus allowing them to execute their tasks well in time.