

Managing Time for Higher Productivity

OVERVIEW

Time is most precious asset, and as an entrepreneur it is most important factor in calibrating individuals performance. Time management is the process of planning your time spent on various activities, especially to increase performance & productivity.

PROGRAMME DURATION

Ideal for 2-days (9:30 AM to 5:30 PM)

LEARNING OBJECTIVE

- Identification of short term & long term goals.
- What is time management matrix.
- Urgent vs Important matrix.
- 6 P's of effective time management.
- Learn how to say 'NO'.
- Avoid procrastination.
- The 80:20 rule.
- Setting goals along with time plan.

