

## Time Management & Personal Productivity - (1 Day)

---

### Overview

In today's stressful environments, where work tends to chase far lesser time, it is absolutely important that individuals learn the ability of managing their time better. This not only leads to better Personal productivity and output but it also creates a more conflict free environment due to proper assignment of time for critical activities. From an individuals' point of view it leads to much better relationships due to better control over their time and efforts.

### Course Pre-requisites

None!

### Course Summary

- Increase productivity through prioritization
- Manage interruptions effectively
- Combat procrastination
- Create a personal time management plan
- Setting SMART goals
- The Power of routines
- Scheduling yourself
- Keeping yourself on top of tasks
- Tackling new tasks and projects
- Using Project management techniques
- Managing e-mail
- Tackling procrastination
- Wrapping up

### After attending this program, you should be able to

- Manage your time and time allocation more effectively
- Understand the triggers to time loss and how to deal with them
- Be able to create a process for more effective time management
- Be able to allocate more time to the more important requirements
- Use routines to maximize productivity
- Use scheduling tools to make the most of your time
- Stay on top of your to-do list
- Start new tasks and projects on the right foot