

EFFECTIVE TIME MANAGEMENT

Have you missed the dead-lines? Lost the business due to mismanagement?

No more find out all the answers now!



WHO SHOULD ATTEND?

- ✓ Students / MBA
- ✓ Freshers
- ✓ Corporates
- ✓ Home makers / house wives
- ✓ Retired Professionals

WHY TIME MANAGEMENT?

“Managing Your Time without setting priorities is like shooting randomly and calling whatever you hit is the target”

Individuals need effective time-management skills to succeed today. Regardless of the position in an organization, success hinges on the effective use of time.

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Social Media, Web design, Web development, Search Engine Optimization, Digital Marketing,
Android Development, Video Development, Graphics, Workshops



DYNAMISERS SOLUTIONS

If you often feel overwhelmed by the many time requirements life demands, this course provides the framework to dramatically improve your ability to manage time.

This Time Management training workshop is important for individuals who are not working effectively due to interruptions, excessive meetings, changing priorities, appointments, schedules and deadlines. Anyone who wants to focus on the important things in their professional and personal lives will find this training course beneficial.

COURSE HIGHLIGHTS

Two days' workshop will be conducted with an intent to give participants a fundamental knowledge of time management. By the end of day participants will be having a sheer knowledge about how to manage and deal with all types of tricky situations and understand how to prioritize them.

BENEFITS TO THE LEARNER

- ✓ Set and accomplish goals
- ✓ Create priorities and establish realistic boundaries
- ✓ Recognize and deal with time-wasters
- ✓ Improve concentration and efficiency
- ✓ Break indecision and procrastination habits
- ✓ Use technology to help manage time
- ✓ Create and recharge positive energy

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COURSE SYLLABUS

1. **Time Management Is Self-Management**

- a. Shift Focus from Managing Time to Managing Self
- b. Identify Typical Time Wasters
- c. Identify Personal Strengths and Development Opportunities to Control Time

2. **Planning for Success**

- a. Define Goals Based on Your Role
- b. Select Important and Valid Priorities
- c. Create a Realistic and Productive Schedule
- d. Use the Planning Tool to Analyze and Review Plans
- e. Parkinson's law

3. **Concentration, Focus and Organization**

- a. Define Goals Based on Your Role
- b. Establish Important and Valid Priorities
- c. Create a Realistic and Production Schedule
- d. Use a Robust Planning Process to Analyze and Review Plans
- e. Pareto's principle

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4. **Managing Technology**

- a. Rule your technology instead of letting it rule you
- b. Identify Ways to Manage E-mail
- c. Designing a personalized system to manage appointments, tasks, contacts, notes and documents
- d. Turning Outlook® into a productivity workflow engine

5. **Creating Boundaries and Balance**

- a. Prioritize and Choose Activities to Balance Life and Work
- b. Use Energy Drivers to sustain energy throughout the day
- c. Create Your Own “No Script

PREREQUISITE

- ✓ None

FACULTY



Being from the industry the faculty is not just a profession speaker but also a hands on trainer. The purpose of the 2 day workshop would serve the intension of sharing her knowledge and experience to bring out the max in your career.

ABOUT US



DYNAMISERS
— SOLUTIONS —

Dynamisers Solutions Pvt. Ltd. is a **Government Recognized Training Organization**. We have **6 years of expertise** by which we aim to help our students to achieve pinnacles in performance. We Provide Digital Marketing, Social Media Marketing, Artificial Intelligence, Machine Learning, Blockchain, Cyber Security, Entrepreneurship Development, Time Management and many more Trainings. We are the training partner of NIESBUS and MSME which are government organisations. We have clients and students across world. Our mission is to help students achieve their ultimate goals.

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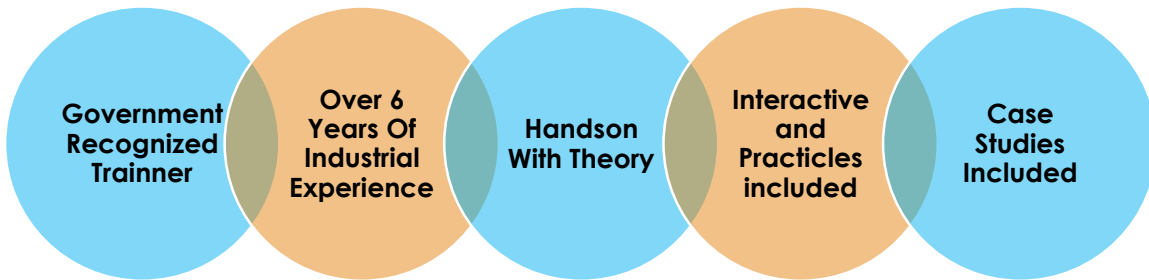


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WHY US?



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