



# Getting Best out of Your Time

## **Introduction/ Overview of program:**

Time is one of most important resource given to us by nature. Time is also most squandered resource. Still everyone wants to get best out of available time. Every one uses some technique to manage the time. Most basic method is to use To-Do lists. We all are familiar with the fact that how useful To-Do Lists are when we get started in our careers. However, To-Do Lists can quickly become overwhelmed when we take on responsibility for multiple projects - as many of us do when we become managers.

One of the problems is that, for most of us, our To-Do Lists are not planned, focused, action lists. Rather, they are a sort of a catch-all for a lot of things that are unresolved and not yet translated into outcomes. Another problem is that once you have more than, say, 20 entries on your list, it becomes cumbersome and difficult to use. This means that you start missing key activities and commitments.

To-Do list is one of the very basic tools in time management. Time management is more about managing the self than managing the time. What are the other approaches in time management? We need to understand the same to get the best out of our time. The action packed programme talks about the different approaches on time management.

## **The objectives of the Programme:**

The programme has been designed to help participants to

- Manage their time more effectively
- Apply a structured process to shape their current and future commitments
- Proactively schedule tasks, construct weekly plans and daily to-do lists
- Adopt strategies and techniques to handle procrastination and interruptions.

## **Who should attend:**

Programme is highly relevant for executive at all levels in the organization who want to achieve the best out of their time.

**Duration:** One day

## **Course Content:**

- ◆ Evaluating How well You Manage Your Time
- ◆ Essentials of time management
- ◆ Determining your time management style
  - ⇒ Evaluating your current strengths
  - ⇒ Characterizing your personal style of time management
  - ⇒ Recognizing opportunities for improvement
  - ⇒ Assessing the effect of your time style on others
- ◆ Understanding time Grid – Stephen Covey Model
- ◆ Envisioning where you want to be
  - ⇒ Leveraging the power of imagination
  - ⇒ Articulating your personal mission
  - ⇒ Choosing a future that works for you
  - ⇒ Prioritizing and Scheduling
- ◆ Building your schedule
  - ⇒ Assigning tasks into a weekly and daily schedule
  - ⇒ Scheduling to create greater work/life balance
  - ⇒ Creating a dynamic to-do list
  - ⇒ Reducing mental clutter
- ◆ Overcoming procrastination
  - ⇒ Identifying the root causes of inaction
  - ⇒ Beating the deadline-driven trap

## **Benefits to Participants:**

By the end of the workshop the trainees shall be able to learn

- ⇒ How to decide on the key priority
- ⇒ How to develop an effective time schedule
- ⇒ How get rid of habit of procrastination
- ⇒ How to create a workable To-Do list
- ⇒ How to find the time waster in the schedule
- ⇒ How to avoid interruptions and adhere to the schedule

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