

Time Management Training Program



Unlock Your Potential: Mastering Time Management

Program Overview:

Join us for a transformative 6-day training program spread over 6 weeks, designed to equip you with essential time management skills that can elevate your productivity and enhance your work-life balance.

Training Structure:

Duration: 6 Days (1 day per every 7 days)
Nov 1,8,15,22,29, Dec-6.

Format: Interactive workshops, group discussions, and practical exercises

Location: Offline/online.

Quality Circle Forum of India,
62, Navaketan Chambers
SD Road Secunderabad – 500 003.

Target Audience: Professionals, Students, and
Anyone Looking to Improve Their Time
Management

Month 1: Introduction to Time Management

Understand the importance of time management

Assess your current time usage

Identify personal time-wasting habits

Month 2: Goal Setting and Prioritization

Learn SMART goal-setting techniques

Prioritize tasks using the Eisenhower Matrix

Develop an actionable plan

Month 3: Planning and Scheduling Techniques

Explore various planning tools and apps

Create effective daily, weekly, and monthly schedules

Learn the art of setting deadlines

Month 4: Overcoming Procrastination

Identify triggers for procrastination

Implement strategies to stay motivated

Use accountability techniques

Month 5: Effective Delegation and Saying No

Learn the benefits of delegation

Understand when and how to say no

Build trust with your team for effective task sharing

Month 6: Reviewing and Adjusting Your Time Management Plan

Reflect on your progress

Adjust your strategies for continuous improvement

Create a sustainable time management plan

Key Benefits:

Increased productivity and efficiency

Improved work-life balance

Reduced stress and burnout

Enhanced decision-making skills

Greater confidence in managing tasks and deadlines

Who Should Attend?

Professionals seeking to enhance their productivity

Students aiming to manage academic workload

Anyone interested in improving personal time management

Registration Details:

Fee : 15000/-

Early Bird Discounted price : 12000/-

Registration Deadline : 25th Oct 24

Chitra V Ramani with over 2 decades years of rich experience across IT, Events, Retail, and Hospitality sectors. Armed with a PostGraduate Diploma in General Management, alongside a Diploma in Hotel Management & Catering Technology and a Bachelor of Commerce degree, Chitra embodies a blend of academic excellence and practical expertise. Specializing in operations, learning and development, business development, and client leadership, she has spearheaded successful training initiatives and established Retail Learning and Development Centers of Excellence. Chitra's illustrious career includes pivotal roles such as Associate General Manager and Clinic Manager, etc where she has consistently demonstrated her strategic acumen and commercial prowess.

Contact us : PEOPLE DEVELOPMENT CELL

QUALITY CIRCLE FORUM OF INDIA

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