

**Time Management Workshop**

" There is more to life than simply increasing its speed”

 “ Mahatma Gandhi.”

Time Management Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Supervisors
* Frontline Managers
* First Time Manager
* Managers of all department
* Any Department professional till Senior Manager Level

Workshop Objectives

* Understanding Time Management:
* Time Management Vs Self-Management
* Planning & Organising
* Prioritising Tasks & Day
* Identifying & Managing Time Robbers
* Setting SMART Goals
* Stakeholder Management



Workshop Outline

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| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:15 AM | **What’s In It for Me**• Workshop Intro & Agenda• Ground Rules• Icebreaker• Facilitator Intro• Participant Intro & Expectations |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:15 AM | **Understanding Time Management: (Individual & Organization Perspective)*** Understanding Time
* Power of time.
* Time Management or Self-Management
* Benefits of effective time Utilization
 |
| 4 | 11:15- 11:30 AM | **First Tea Break** |
| 5 | 11:30 - 12:30 PM | **Planning & Organizing*** Understanding Planning & Its Importance
* Planning & Organizing
* Planning for Day & Tasks
* Time Levering
 |
| 6 | 12:30 - 1:15 PM | **Prioritization*** Not all tasks are Important- Urgent Important Concept
* Urgent Important Matrix
* Plotting Urgent Important Matrix
 |
| 7 | 1:15 – 2:00 PM | **Lunch Break** |
| 8 | 2:00- 2:15 PM | **Energizer** |
| 9 | 2:15- 3:00 PM | **Identifying Time Robbers*** Different type of time Robbers (Inflicted Vs Others Inflicted)
* Procrastination the biggest enemy
* Dealing with Procrastination
* Pareto’s Rule of 80/20
* Eat the Frog
 |
| 10 | 3:00- 3:45 PM | **Setting SMART Goals*** Understanding and Setting SMART Goals
* Individual v/s Organizational Goals
* Alignment of Individual v/s Organizational Goal
* Goals for next 1 month, 3month and 6 Month
 |
| 11 | 3:45- 4:00 PM | **Second Tea Break** |
| 12 | 4:00- 4:45 PM | **Stakeholder Management** * Understanding Stakeholder Management
* Stakeholder Matrix
* Identifying your stakeholders
* Managing various stakeholders
 |
| 13 | 4:45- 5:00 PM | **Post Training Assessment** |
| 14 | 5:00- 5:30 PM | **Closing**• Feedback forms• Q& A (If any)• Closing Video (If any)• Group Photo |

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client. \*