

**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

|  |  |  |
| --- | --- | --- |
| **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. \*