04 MANAGING PRIORITIES & TIME WASTERS

Thursday, December 8, 2016 - 2.00 p.m. to 5.00 p.m.

Most of the people today seem to be having problem managing their time schedules. Time management experts are of the opinion that main issue is in terms of lack of priority management. We really don't know how to create a balance between urgent and important. Everything which is urgent may not be important and vice versa. The key is not to prioritize what is on the schedule, but to schedule your priorities. A related matter in this area is the identification of time wasters. Do we really know what the time wasters are and how to reduce them ?

This workshop is an attempt to help you manage your priorities better and reduce the time wasters (personal and professional) to the maximum.

Contents : How well are you managing your Time ?, Prioritization, Identification of Time Wasters, Solutions to some Time Wasters, Conquering Procrastination, Involve Others in Time Management, etc …

Medium of Instruction : English, Hindi & Gujarati

Faculty : Mr. Hiren Vakil,
Corporate Trainer & Management Consultant, Mumbai

Fee : Rs.700/-per person. Fee includes programme fee, course material and Hi-tea.

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