



Programme on **TIME MANAGEMENT**

- Executives Organizing & Managing within Time

Wednesday, January 18, 2017 - 2.00 p.m. to 5.00 p.m.

Venue: Torrent-AMA Management Centre, Core-AMA Management House,
ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

Brief Introduction on the subject (few lines) : Today we say "it is not big that kills the small", rather today the buzz word is "it is fast that kills the slow. Time is a resource that needs to be managed effectively.

Time management is a personal process and must fit your style and circumstances. It takes a strong commitment to **change old habits**; however, this choice is available and yours for taking. If you choose to apply the principles in this notes/seminar/workshop, you will obtain the rewards that come from better time investment.

Programme Content : WHAT WILL IT COVER: (Half Day)

- Time management – Overview
- Changing Old Habits
- How Do You Handle Time?
- Control Time
- Decision making
- Delegation
- Dealing with paperwork
- Dealing with meeting
- Pareto or Prioritizing
- Other tools

Target Audience: Executives from all departments who want to achieve effectiveness

How it will benefit: RESULT AREAS

- Peter Drucker said, "If you cannot manage time, you cannot manage anything else."
- Time can't be saved up but can be managed. Each of us manages time differently to suit our personality and lifestyle, but the basic process are discussed:
Planning ahead; Delegating; Prioritizing tasks; Dealing swiftly with interruptions and time-wasters; Making technology do the work; Using traveling time
We shall give your staff the know-how and make your life stress-free.

Fee:

Rs.800/- per participant. Fees include course fee, cost of reading materials and refreshments. The cheque may please be drawn in the name of '**Ahmedabad Management Association.**'

Faculty:

Mr. Ajoy K Guha last served as Business Development Director with Renoir Consulting, UK. Before he has worked in GEC-Alstoms, Arya (Motorola), Aplab in the capacity of General Manager & VP-Commercial. Ajoy K Guha is also co-author of the book "Cash before you Crash" on collecting dues and over dues without losing customer.

Registration:

Please send your registration along with participation fee to:

Ahmedabad Management Association

AMA Complex, Dr. Vikram Sarabhai Marg, Vastrapur,
Ahmedabad 380 015

Phone:079-26308601-6 • Mobile : 9537407187 • Fax:079-26305692

E-mail: ama@amaindia.org • Website: www.amaindia.org

Mobile App: AMA-Ahmedabad amaIndia.org



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Fax: 079-26305692 • **E-mail:** ama@amaindia.org
Website: www.amaindia.org
Mobile App: AMA-Ahmedabad amaIndia.org

Cheque should be drawn in favour of
"Ahmedabad Management Association".

Name(s)	Designation:
1. _____	_____
2. _____	_____
Organization:	_____
Address:	_____
_____	_____
	Pin Code: _____
Telephone(s): _____	Mobile: _____
Fax: _____	
E-mail:	<input type="text"/>