



Half-day Workshop on **MANAGING TIME AND SELF**

Saturday, September 15, 2018

09.30 a.m. to 01.00 p.m.

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

Program Overview:

Despite all the talk about 'Time Management', despite computers, fax machines, e-mailing, internet and all the other 'time savers' we've adopted- most people still don't have enough time.

We're forever pulling ourselves out of one tight squeeze only to find ourselves immediately pressed into the next. What we have found over many years and many program is that the time problem has nothing to do with time! The root cause is due t the tendencies of human nature and our difficulties in learning new habits.

Who Should Attend?

Managers, heads, superintendents, supervisors and project leaders, in fact all those personnel who have to deliver on time and are the target of time wasters. Using time to advantage is the focus of this program.

Program Contents:

- Why time management is still a problem?
- The real purpose of time management.
- Manage Self.
- Time Log- Know where your time goes.
- The twenty biggest time wasters and how to cure them.
- Setting realistic goals.
- Dealing with drop in visitors.
- Developing the ability to say No.
- Finding your best time.
- Create your own action strategy.
- Do's and Don't's in time management.

Faculty: Mr. G Balachandran

Fees: Rs.700/- per person inclusive of GST, program fee, material & refreshments. The cheque may please be drawn in the name of '**Ahmedabad Management Association.**'

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REGISTRATION FORM :

Please fill-in and return this form along with participation fee to:

Ahmedabad Management Association, AMA Complex, Dr. Vikram Sarabhai Marg, Vastrapur, Ahmedabad 380 015. Phone: 079-26308601-2-3-4-5 • Mobile: 9537407187, 7069940917, 7203030990 • Fax: 26305692
E-mail: ama@amaindia.org • Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amalndia.org

Name(s)	Position
1. _____	_____
2. _____	_____
Organization: _____	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address: _____	

Telephone(s):	Mobile:
E-mail: <input type="text"/>	