



Time Management

Syllabus

- Planning and Goal Setting
- Defining Time Slots
- Understanding Personal and Work Time
- Managing Work Loads
- Distribution of Responsibilities
- Performance Analysis, Busy Vs. Productive

Outcomes of Time Management short term program

- Prioritization: Time management programs help individuals identify their priorities and teach them how to manage their time effectively to achieve their goals. They learn to differentiate between urgent and important tasks and prioritize accordingly.
- Planning: Effective time management requires good planning skills. Participants in time management programs learn how to plan their day, week, and month in advance, which helps them stay organized and on track.
- Goal-setting: Time management programs teach individuals how to set achievable goals and break them down into smaller, more manageable tasks. This helps individuals stay focused and motivated, and it enables them to measure their progress over time.
- Delegation: One of the essential aspects of time management is delegation. Participants learn how to delegate tasks to others and free up their time to focus on more important tasks.
- Time-saving techniques: Time management programs teach participants various techniques to save time, such as batch processing, time blocking, and minimizing distractions. These techniques help individuals manage their time more efficiently and accomplish more in less time.
- Stress management: Good time management skills can help individuals reduce stress and anxiety. Participants learn how to manage their time better, which can reduce their workload and prevent them from feeling overwhelmed.

Registrar
SGT University
Budhera, Gurugram