

# Time Mastery — Plan & Organize

## 1 Day Time Management Workshop

“Time Management for Work-Life Balance”

### Course Description

Everyone knew we have 24 hours in a day.

However do we really know how to manage our time effectively? Can we differentiate what is urgent and important when everything seems to be urgent?

Knowing how to prioritize our task effectively will help us to reduce stress and be productive. Hence we will able to achieve a well balance work-life.

### Course Objectives

By the end of this program, participants should be able to:

- Speed up, slow down or even cease time
- Prioritize, organize and anticipate time
- Organize and de-clutter your real and virtual workplace
- Use the Pareto principle to work efficiently by putting less effort and create more results
- Identify and plug the crucial time leaks which hinders the smooth performance of an individual
- Identify and master the internal chaos and external circumstances
- Identify and master internal and external stress factor pertaining to an individual

### Target Audience

This course is designed for Managers, Head of Department, Supervisors, Executives and anyone who want to master time so as to get everything moving on a normal pace; anyone who find themselves struggling in managing their time and who is already in stress or at the moment building up their stress level due to overloaded tasks and work.

#### **SIEGER TRAINING CONSULTANTS (P) LIMITED**

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### Course Content

#### 1. Introduction To Time MASTERY

- Time Travel
- The Value of Time
- Where the time goes

#### 2. Getting Organized

- Organizing your workplace and home
- Organizing your work
- Art of De-cluttering

#### 3. Put First Things First

- Prioritizing (Quadrant 2)
- Harnessing 4 waves in prioritizing
- Goal setting and scheduling

#### 4. 80:20 Rule

- 7 steps in using Pareto Principle in Mastering Time
- Using 20% of the time to generate 80% result

#### 5. Art Of Anticipating

- 5 Golden rules in the art of Anticipating
- Mastering Anticipation

#### 6. Delegating Effectively

- Whom and What to delegate
- Key steps in delegating

#### 7. Plugging Time Leaks

- Identifying the time leaks
- Turning the leaks into opportunity
- Dealing with procrastination

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### Methodology

This course is essentially participative and practical, emphasizing learning through experience, both from structured activities on the program eg. Role plays, group work, video screening, case studies and discussion from individual experience.

### Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
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