

Time Management



The Art of Managing 'First Thing First'

Coping with the ever-increasing demands of the workplace

Most of the people we meet, we find them grudging:

- I need more time!
- I want to enjoy my life more. I'm always running around. I never have time for myself!
- My friends and family want more of me – but how do I give time to them!
- I am always in crisis!
- There is too much stress!
- There is too much to do!
- How do I choose my priorities?

There is more to see than meet the eye – the issues are many than one can perceive. 'Traditional Time Management' does not offer any solutions to the new age corporate

issue. Intellects Biz has discovered some unique Time Management Models:

- Clock and Compass Model
- SPACE model
- Finitiarive Model
- 'Goal, Role and Vision' Model

In Clock and Compass model we look at the gap many of us feel between the way we spend our time and what's deeply important to us! Most of the time we tend to manage time through Clock. 'Clock Only' approach is disastrous. It increases the gap instead of closing it. 'Compass Alone' approach, again creates problem. Time Management is managing both Clock and Compass.

'Delegation' is one the most tested tools of Time Management.

Studies suggest that the worst time waster is 'lack of skills for conducting meetings'.

The Two-day workshop on Time Management also covers some tips on 'How to envision for long terms goals?'. The program will broadly deal with:

Time Management

Clock and Compass	1
SPACE	2
Delegation and Empowerment	3
Role, Goals and Vision	4

Methodology

This highly interactive 2-day training program combines several exciting training methodologies, such as PowerPoint and KeyNote presentations, instruments and inventories, case-studies, role plays, group discussions, group exercises, film shows, and quiz. 'Learning is a fun' is our motto.