



## **Workshop on Time Management**

***It's about time to take time to make time!***

### **Background:**

The most common Time Management problem is that people are reactive rather than proactive. Rather than acting towards long-term goals, they react to external pressures. **Time Management** workshop teaches participants how to reverse this process. Through stimulating and interactive participation and analysis of their own data, participants learn a set of tools which they can apply on a continuing basis. In this high-powered one-day working session, you will identify and overcome barriers to effective time management issues. Proven time management and prioritizing skills will help you to concentrate on how to help determine how much time, energy and resources is needed.

### **Who should attend?**

This course is suitable and beneficial for any professional who desires to use his/her time more effectively and efficiently; anyone who wants to do more in less time.

### **Course contents:**

This course will teach you how to:

- Say no to unreasonable requests
- Plan effectively and organize paper work
- Procrastination, The thief of time
- Gain a balance between professional goals and personal time
- Use time management tools more effectively
- Set goals and prioritize them to determine if activities are goal-directed
- Use less time putting out fires each day
- Delegate effectively and discard the majority of paper that crosses your desk
- Implement effective resource management



**Trainer:**

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training is an MBA holder with extensive experience in conducting and managing training workshops on multiple topics in the field of management sciences.

**Fee:**

Training fee is AFN 9,000 for a full day workshop which includes training materials, certificate, lunch and refreshment.

**Approach:**

The Time Management course is available for fee based participants at ABCD Consultants training center or at your offices in any location in Afghanistan. We usually recommend a one day course but can also offer a more flexible format to suit your schedule.

**Contact us:**

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