

Duration: 3 hours

Name of Trainer: Anjinsen Valamootoo

Course Fee: Rs10,000

Workshop Overview:

This interactive workshop is designed to help participants develop effective time management skills that lead to increased productivity, reduced stress, and better work-life balance. Through practical tools, real-life scenarios, and hands-on exercises, attendees will learn how to prioritize tasks, set achievable goals, manage distractions, and create systems for sustained time control.

Whether you're juggling multiple projects or simply want to make better use of your day, this workshop provides a structured framework to manage time more effectively and make every moment count.

Who Should Attend:

- **Professionals** seeking to improve productivity and work efficiency
- **Students** aiming to balance academic and personal commitments
- **Managers and team leaders** who want to model and teach effective time use
- **Entrepreneurs** managing multiple roles and responsibilities
- **Anyone** feeling overwhelmed by deadlines, meetings, and to-do lists
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Learning Outcomes:

By the end of the workshop, participants will be able to:

1. **Identify personal time-wasters and productivity pitfalls**
2. **Set SMART goals** (Specific, Measurable, Achievable, Relevant, Time-bound)
3. **Prioritize tasks** using proven frameworks (e.g., Eisenhower Matrix, ABCD method)
4. **Create a daily/weekly planning system** for better task management
5. **Use tools and apps** to track and optimize time
6. **Establish boundaries and minimize distractions**
7. **Adapt time management techniques** to different roles and environments

Course Outline

1. Icebreaker Activity: Time Treasure Hunt (15 mins)
2. The Time Management Mindset (15 Mins)
 - What is Time Management?
 - Why is it important for young professionals?
 - Benefits of Effective Time Management
 - Common Challenges
3. Time Audit Exercise: "Where Does Your Time Go?" (30 mins)
Reflection Questions:
 - Where did most of your time go?
 - Are there activities that are unnecessary or can be delegated?
 - What surprises you about your habits?
4. Core Concepts: Prioritization + Planning Tools (30 mins)
 - Eisenhower Matrix
 - Time Blocking
 - The 80/20 Rule (Pareto Principle)
5. Activity: Design Your Ideal Week (30 mins)
6. Eliminating Time Wasters (30 mins)
Common Culprits:
 - Mindless scrolling
 - Disorganized inboxes
 - Too many meetings
 - Perfectionism & procrastination
7. Wrap-Up & Takeaway Challenge (20 mins)
Time Management Pledge:
 - "One thing I'll start"
 - "One thing I'll stop"
 - "One thing I'll try this week"**Reflection Questions:**
 - "What is one change you can commit to today?"
 - "Who will hold you accountable?"