



Registration:

Contact: Mushtaq Hussain
Tel: +92 (21) 32438164
Mobile: +92 (323) 2436726
mushtaq@shahzadtc.com

Fee:

Dates:

Venue:

Shahzad Training & Consulting International

MD's Office:
P.O. Box 231719, Riyadh
11321, KSA
Fax: +966 (1) 2050081

Registered Office:
E-29 Block 4, Gulshan Iqbal,
Karachi, Pakistan
Tel: +92 (21) 32438164
Fax: +92 (21) 34960459

www.shahzadtc.com

Language: English

Duration: 1 ½ - 1 ¾ Days

Target Audience: All Managers & Staff

It is imperative for being successful at work and in your personal life to be able to manage your time and reduce stress! It requires understanding of what you should be doing and at what time. It is simply about "Doing the right things right the first time"

Essentials for Successful Time & Stress Management

You can only be successful at work and in your personal life if you are effective and efficient- both and not one or the other! Specifically, you succeed by

1. Knowing your goals,
2. Selecting your goals,
3. Prioritizing your goals,
4. Planning to deliver the goals,
5. Eliminating time wasting activities,
6. Making use of technology, and
7. Delegating effectively
8. Understanding stress, its causes and cures

Mastering Time & Productivity Management is an extremely practical training which will help you learn and immediately put in use techniques that will eliminate non value added activities.

Training Objectives:

- To define time management
- To define how to be effective
- To define how to be efficient
- To provide techniques to be efficient
- To identify stress causing elements
- To learn techniques to reduce stress

Practical Aspects:

- Time Wasters Activity extended to **Gap Analysis** to eliminate.
- How OGSMs are made and priorities are set using STRAPs?
- Making weekly priority sheets; Using urgency/ importance model
- Use of Outlook/Lotus Notes for Priority Setting and Scheduling
- Suspense Use
- Stress management exercises

Tools Provided:

- Weekly priority sheets in three different format to suit individuals
- Formats for making SWOT and TOWS analysis
- Format for Urgency and Importance models
- Extremely Effective Formats for Meeting Agenda and Minutes
- Suspense Folder

Trainee's View:

I have learned a lot in the training. I wish to thank you for the great time. How I wish all personnel of Tadmur would have the chance of attending such kind of Training with you as a trainer. The training /seminar would not be valuable and effective if somebody will facilitate it. You are simply a "perfect trainer."

A trainee from *Tadmur Contracting & Trading, Doha, Qatar*