

Time Management Hacks for 24+ HOURS a day

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Brief Overview:

For a poor performer, a day is 24 minus (-) hours. But for a successful professional any day is 24 plus hours. 24 most productive hours plus enhanced performance, immense satisfaction, and learning. 24 + hours a day is the best option in the workplace to confront this pandemic and beyond to operate effectively from anywhere.

Time is an invaluable and scarce resource. Once spent cannot be earned back. Conscious or not we spend it. 24 plus hours a day is the process of planning and executing conscious control over the time spent on specific activities to increase productivity . It's the specialized skill of taking the right action for the right reason at the right time in the right way. It is gaining control of yourself to productively invest your time and ensuring that every day unfolds into 24 plus hours of enhanced performance, productivity, and profitability.

Session content:

- Significance of Time & time management in the workplace.
- Myths of time management.
- 3 types of poor time managers and the problems they face.
- The attitude of 24 plus hours managers towards Time management.
- Process of Time management.
- 3 types of demand on time for managers.
- Techniques to be a positive time manager.
- WSP (not USP) to enhance productivity.
- Sapthagaras for 24 plus hours - T.M.A / Prime time/ art of saying no/ delegation/ concentration/procrastination/ decision making
- PLAST to develop TMA.
- Time wasters and tips to overcome them.
- Time-saving habits.
- Time Management Matrix.

For Whom:

- Managers.
- Executives.

- Team Leaders.
- Supervisors.
- Entrepreneurs.
- HODs.
- Professionals.
- Business owners.
- Sales personnel.
- Employees across different functions.
- Trainers.
- Speakers.
- Coaches.
- Consultants.
- Mentors.

Key Takeaways:

- Understanding the significance process of becoming a 24 plus hour manager.
- Sapthaswaras of 24 plus hours managers.
- WSP to enhance productivity.
- PLAST to develop TMA.
- 10 techniques to overcome time wasters.
- 16 time-saving habits.
- Time Management Matrix.

Facilitator profile:

CEO of KAVERI ACADEMY OF CREATIVE EXCELLENCE and General secretary of Exnora International. Excel graduate And Prime graduate in soft skills JCI university, U.S.A.Certified National Trainer, area and state trainer in soft skills of JCI India. Empanelled Coach for NLC / TNEB / CVRDE / ICAI / Anna Institute of Management / Forest department / Tamilnadu slum clearance board / Jci India / Punch gurukulam. Has conducted more than 6650 training programmes in the last 33 years inspiring over 2 lakh people - Conducted several leadership and train the trainer seminars for Rotary International. Lions International, Jaycees International to name a few. , Has won the most outstanding trainer of India award of Jci India. Served with distinction as National director of training of Jci India, besides serving as its National executive vice. He was the Editor of their National magazine Challenge. Written 3 books besides writing a series of 29 articles for a periodical. Contributed several articles on various topics for various magazines.27 of his programmes have been telecast in DD and various TV channels More than 100 programmes have been broadcast in A.I.R. and several FM radios. His interviews on several key issues have been featured in many magazines and newspapers. He has anchored, moderated and compered several public functions where the Governor of Tamilnadu, Chief Minister, several Central and state, Ministers were the chief guests.

Fee Details:

- **Fee Details**
- Member amount : Rs 767.00- (Including 18%GST)
- Non Member amount : Rs 767.00- (Including 18%GST)
- Total Member count : 100