



TIME MANAGEMENT

Learn from influencers and experts. Sharpen your knowledge. Gain and share new ideas and best practices. Learn about the latest techniques and insights.

About The Course

Time is the only non-renewable resource we have. In this workshop, participants will learn how to make the most of their time by getting a grip on their personal and professional habits. This workshop will also help you organize and prioritize for greater workplace efficiency. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

Course Outline

- Learn to manage yourself and your priorities.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail workplace productivity.

Who Should Attend

This course is designed for leaders, managers, supervisors and any other professional looking to improve their time management habits.

Course Methodology

'MicroLearningLabs' are run in-house and last 90-120 minutes. These workshops are conducted online or face to face using experiential learning techniques that keep participants engaged.

For Customizations and Inquiries Contact Us



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