

TIME MANAGEMENT

S. No.	Module	Training Objective	Focus Areas	Method(s) of Instruction	Duration - Breakup	Total Duration
1	Welcome	To give participants an overview of the Training Program; allow participants to set ground rules during training and formulate collective training objectives.		Instructor-led PowerPoint including open-ended questions for eliciting objectives	30 min.	30 min.
2	Introduction to Time Management	To enable participants understand time as a precious, "non-renewable" resource that needs to be used well in order to reap rich rewards in personal	Why Manage Time? Benefits of Managing Time Costing Your Time Core Principles of Time Management	Activity: Costing Your Time ILT	30 min. (activity) + 30 min. (instruction)	60 min.
3	Goal-setting	To enable participants get a better grip of how they spend their time for achieving personal and organizational effectiveness by clarifying as well as refining the goals they have set out to	Alignment of individual's goals to team goals Facing fear of setting highly ambitious goals Types of goals	Movie Clips Personal Goal-setting Activity SMART Goals Activity Activity: Aligning individual and organization goals	30 min. (movie clips) + 90 min. (activities) + 40 min. (instruction)	160 min.
4	Job Analysis	To enable participants re-look their job activities and maintain a log for them to become more "conscious" of how their time is spent on a daily basis. To enable participants identify a pattern wherein, usually, 20 percent of the tasks lead to 80 percent of results (and help them focus on those tasks to continue reaping rich rewards in their	Analyzing Job Activities Pareto Principle Activity Logs	Exercise: Job Activity Chart Activity Logs Pareto-analysis Case Study Pareto-analysis Activity: Crossing the Bridge ILT	80 min. (activities) + 20 min. (case study) + 50 min. (instruction)	150 min.
5	To-Do Lists	To enable achieve peak performance in the usage of their time and in the effectiveness of their lives through the maintenance of To Do Lists.	Creating Effective To-Do Lists Analysis and Prioritization of To-Do Lists Effective Scheduling To-Do Lists and the Pareto Principle	Case Study Exercise: Creating a To-Do List Prioritization of Tasks in a To-Do List	10 min. (case study) + 50 min. (exercises) + 50 min. (instruction)	110 min.
6	Delegation	To enable participants delegate some of their tasks in order to prevent feeling overwhelmed; manage their core tasks better and more efficiently by becoming more productive; and help grow and empower people working under them.	Why Delegate? Reasons for not delegating Stages of delegation Evaluating Activities Process of Delegation Delegation and the Pareto Principle	Activity: Delegation Exercise Brainstorming Exercise: Delegation and the Pareto Principle ILT	35 min. (activities) + 35 min. (exercise) + 40 min. (instruction)	110 min.
7	Time-robbers!	To equip trainees with an understanding of how they could be robbed of their time by factors that are both within and out of their control, and enable them eliminate these through various tips,	Procrastination Overcoming Procrastination Dealing with Phone Interruptions, Unscheduled Visitors, and other Time-robbers	Activity: A Problem of Ribbon Brainstorming ILT	5 min. (activity) + 15 min. (brainstorming) + 20 min. (instruction)	40 min.
8	Tips for Effective Time Management	To enable participants manage difficult tasks; become more assertive; and become more organized in order to manage their time better.	Dealing with Difficult Tasks Saying "No" Getting Organized Do's and Don'ts	Role-play Brainstorming ILT	30 min. (role-play) + 20 min. (brainstorming) + 20 min. (instruction)	70 min.