

Time Management

Introduction

- * Do you feel like you are constantly running ?
- * Do you feel like you are always short on time ?
- * Does it feel like, nothing gets done ?
- * Would you like to have more time in the day ?

If the answer to any of the above questions is “ Yes”, then please read on. If there is one thing that all human beings have been given equally, it is time. It does not matter if you are the richest person in the world or the most successful or unemployed or a child or from Antarctica.....all of us have the same number of hours in a day. So the secret to powerful living is not to wish for more hours but to wisely use the number of hours that we all have. We have to change our paradigms and discover a new way of thinking and perceiving time. Dont allow time to control you, but rather you should be the one who is controlling time. Effectively managing the time you have is a tool that once mastered will allow you to lead a life of passion and magnificence.

What is the workshop about ?

The “Time Management” workshop is a full one day workshop that will help you understand the essential essence of time and its various facets. We will provide you with the necessary tools that you can use on a regular basis to be the master of your time and manage time in an effective and efficient manner so that you can achieve your dreams and live your life to its fullest potential.

What will you learn at the workshop

- * What is time.
- * How does time impact your life.
- * The various facets of time.
- * Tools and techniques to manage time on a daily basis.
- * How you can slow and speeden up time
- * The impact of time on your relationships with other people
- * How to find balance in your life

Content

- * Journey of Life - The big picture
- * The concept of time
- * Past, Present & Future – What it really means to you ?
- * 80:20 rule of importance
- * Strategic Vs. Tactical Activities
- * Balancing the various roles that you play
- * Analysis of how you spend your time
- * Chunking of time for easier management
- * The art of saying NO to others
- * Aligning your activities with your goals

Outcomes

- * Manage your time and achieve more in the available time
- * Do what you love and Love what you do
- * Discover your passions and follow your true calling
- * Become aware of yourself and your true identity
- * Convert challenges into opportunities
- * Live without performance anxiety
- * Reduce and overcome fears
- * Have healthy relationships

Who should attend this workshop ?

- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt
- * Anyone with health challenges
- * Anyone wanting to have healthy relationships