

TIME MANAGEMENT

Are you a virtual prisoner to an endless flow of e-mails, voice messages, meetings and documents that all demand your immediate attention? Are you frequently stressed out by the unrealistic expectations of others who think their issues are the really urgent ones? Does it seem that you are swimming against the tide of procrastination? If so, then it's time to fight back and take control of your day. It's time to attend

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Time is the most valuable asset that every employee brings to the workplace. It has been well said that time is money. Every achievement of the company is accomplished within the framework of time. However, it goes without saying that the company only maximizes time to the degree that its employees are able to manage their own time well.

This program seeks to teach participants how to manage their time in such a way that they can do more in less time by identifying and eliminating time wasters as well as prioritizing their time and work to maximize returns to the company.



**Time commitment: 1 ½ Days (9:00 am to 5:30 pm;
9:00 am to 12:00 pm)**

Contact us at +971 4 3453250 for more information

Time: 9.00 am to 5.30 pm

Venue: SineWave HR Consultancy,
Office 402A, Falcon Gallery Building, Al
Mina Road, Dubai.

Price: AED1200.00 per person

Contact Person: Nazira

Subjects Discussed include:

1. The Importance of Time Management
2. Effective Personal Time Management
3. A Friend Called Pareto – The 80/20 Principle
4. A Personal Time Survey
5. Identifying And Eliminating Time Wasters
6. Time-Saving Tips For Meetings
7. Dealing With Procrastination