

Time Management

February 22, 2024
9:00am to 5:00pm

IBP, Karachi

Program Contents



- Importance of Time Management
- Strategies to Reduce Workload
- Understand 4 Ps of Time Management
- Planning tools and Concepts to Break Goals into Milestones and Identify Distractions
- Time Quadrants to Prioritize Short and Long-Term Tasks
- Time Boxing to Map Tasks
- Time Buffering to Manage Stress while accomplishing Tasks on Time

Trainer



Mr. Farooq Aly is an Executive Coach, Corporate Trainer and Organizational Development Consultant for almost 09 years. His passionate and engaging delivery helps participants change the way they perceive problems - viewing them as challenges and then empowers his audience to take ownership of solutions. Moreover, he produced an award-winning documentary titled "Tempted to worry" that was presented at the Social Intervention International Conference.

FOR REGISTRATION

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PROGRAM FEE:

Rs. 15,000 Plus Tax