



FEE:
PKR
25,000
(Plus Tax)

THE TIME DIVIDEND:

Mastering Priorities and Maximizing Impact

The Time Dividend is an interactive workshop that helps participants maximize productivity by managing attention and energy rather than simply working longer hours. Through practical exercises, they learn to align work with energy patterns, improve focus, leverage delegation and AI tools, and build a sustainable personal productivity system.

FACILITATOR

Farhan Uddin Raja is an experienced Corporate Trainer and Behavioural Skills Facilitator with 14+ years of training delivery experience and exposure to 25+ corporate organizations across Pakistan, including NIBAF, National Bank of Pakistan, Bank AL Habib, and Standard Chartered Bank. His key training areas include Business Communication, Presentation Skills, Customer Service Excellence, Professional Excellence at Work, Time Management, and Change Management. He uses practical and interactive training methods such as roleplays, simulations, and team activities to make learning engaging and relatable to the workplace. He is also the Founder of HOTAC (House of Training & Consultancy) and has an academic background in English Linguistics.

Workshop contents

Module 1: Rethinking Productivity — From Time to Attention and Energy Participants will explore why productivity depends more on managing attention and energy than simply working longer hours, using self-assessments and peer discussions to identify personal performance patterns.

Module 2: Planning With Your Biology, Not Against It Learn how to align work with your natural energy rhythms and use research-backed weekly planning techniques to maximize productivity and goal achievement.

Module 3: Managing Attention in a Distraction-Saturated Environment Through practical exercises, participants will assess distractions, set effective boundaries, and redesign communication habits to improve focus and productivity.

Module 4: Delegation, Boundaries, and Working With AI Tools Learn how to delegate more effectively by applying practical frameworks to real work scenarios and strengthening assertive communication skills. Participants will also explore how AI-powered tools can support task prioritization, scheduling, and workload management through hands-on demonstrations and exercises.

Module 5: Building a System That Survives the Return to Work Discover how small, sustainable habits can be built into existing routines to drive lasting productivity improvements. Participants will develop a personalized action plan and establish accountability partnerships to support continued progress beyond the workshop.