

# TIME & Life Management



## BENEFITS

Participants attending this workshop will be able to

- Clearly define their priorities and utilize time productively to achieve results
- Keep track of their time expenditure, identify and eliminate time thieves
- Have more productive meetings
- Better plan and follow up on work

Welcome to Pragati...

The Pragati Group includes Pragati Leadership Institute (P) Ltd., Good Work Center and Pragati Foundation (an NGO).

Pragati Leadership Institute (P) Ltd. was founded in 1986 with a vision to facilitate love-inspired leadership development in individuals and organisations. We do this by creating & delivering effective learning products and services that are well researched, simple and inspiring. We work to unleash people potential for all-round results.

Our paradigm of Wholesome Leadership integrates the systems oriented thinking of the West with the spirituality of the East. The unique integration unfolds the hidden founts of leadership at every level within the organisation.

Over 550 organisations have benefited through us in the past 20 years.

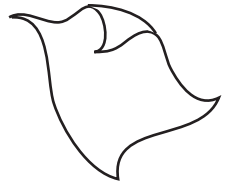
Our clients are from diverse businesses such as consumer goods, industrial products, financial sector, information technology, manufacturing, insurance and other service sectors.

## CONTENTS

Basic concepts of Time Management
Taking responsibility & charge of their lives (self mastery)
Clarifying priorities and setting objectives
Goal Setting
Tools & Techniques for Managing Time
Organising & Planning for results
The Art of Delegating Effectively
Using an integrated Diary System
Action Planning for Change



## METHODOLOGY



- *Experiential Learning*
- *Ample use of role plays, real life examples, discussions, experience sharing*
- *Story telling, music, dance & drama*



**PRAGATI**

**Pragati Leadership Institute Pvt. Ltd.**

301, Beaver Grandeur, New Baner, Pune 411045. INDIA

Tel : +91-20-6646 2900

E-mail: [info@pragatileadership.com](mailto:info@pragatileadership.com)

Fax: +91-20-6646 2999

Website: [www.pragatileadership.com](http://www.pragatileadership.com)