



SEARCH 4 EXCELLENCE

# PLANNING AND TIME MANAGEMENT

# Key Takeaways

- Plan tasks and manage their time
- Prioritize and focus on work effectively
- Plan and track projects to ensure on time completion
- Delegate tasks to subordinates effectively

## Target Audience

**MID-LEVEL TO SENIOR  
MANAGEMENT**



**16 HOURS**

**Training Duration**

	Introduction to Time management	Goal setting	Prioritization	Effective Delegation
KEY CONCEPTS COVERED	<ul style="list-style-type: none"> <li>• Importance of time management</li> <li>• Parkinson's law of time stretch</li> <li>• Effects of procrastination</li> </ul>	<ul style="list-style-type: none"> <li>• Setting effective SMART goals</li> </ul>	<ul style="list-style-type: none"> <li>• Stephen Covey's prioritization matrix</li> <li>• Eliminating time wasters</li> <li>• Effectively making time</li> <li>• Saying 'no'</li> </ul>	<ul style="list-style-type: none"> <li>• DECIDE model for delegation</li> <li>• Monkey management</li> </ul>
EXPECTED OUTCOME	Understand the importance of managing time and effects of procrastination	Set smart goals	Identify and eliminate time wasters successfully and prioritize tasks	Effectively delegate tasks



# THANK YOU

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