

TIME MANAGEMENT

INTRODUCTION:

In this age of communication and technology, time is the most important of all commodities. If managed well, it can create a very successful business manager. We at SEWA understand that and hence, have created this module to teach the participants the importance of Time Management.

DURATION: 1 day

BENEFITS:

The benefits of Time Management are many, time if managed well can allow us to do a lot more in a much less time. It would further save time that could have been wasted to other uses. Women who work in the informal sector can spend more time with their families and in less time doing work and increase their income.

TARGET TRAINEES:

This course is designed for informal sector workers like grass root members, farmers, agricultural labourers. Others may also include small and medium enterprise managers and self-help group members.

PROGRAM OUTLINE:

- ❖ Understanding Value of Time: Teaching the participants the importance of time.
- ❖ Obstacles: Identifying obstacles in effective time management.
- ❖ Setting Goals: Understanding the importance of setting goals.

- ❖ "Urgent" v. "Important": Understanding the difference between the two.
- ❖ Delegation: Understanding what and how to delegate.
- ❖ Prioritizing: Deciding importance of tasks.
- ❖ Creating a system: Learning how to create a system.
- ❖ Time Wasters: Identifying and eliminating time wasters.
- ❖ Planning: Planning effectively.