

Master of Your Time (3.5 hours)

(How to manage your Time, instead of the other way round!)

1. Time: Scarce or Abundant?

It depends on you. Time is like a suitcase. What's your packing style?

2. 4D's in Time Management

Understand which D you should pursue

3. Procrastination: There are 6 types!!!

*Why do people procrastinate?
There are 6 types, and so 6 reasons
Which type are you? **type?***

4. STOP procrastinating! GO.... and Win!

*Understand your type
Fix your handicape
Win the Time Game!*

5. Prioritizing: First Things First

*Must Do's, Can Do's and Don't do's
Step-by-step worksheet to differentiate the Do's*

6. Bite-size chunks to meet deadlines

How you can organize your work and meet deadlines

7. Worsheets/Exercises for hands on practice