

MMM Training Solutions  
Time Management Skills Training



Contact Details

Email: [Pramila.mathew@mmmts.com](mailto:Pramila.mathew@mmmts.com)

Contact: Pramila Mathew. Phone: +91-98409 88449



## Overview:

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments thrust in our direction. The key to tackling this situation is effective time management. Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal at the background, you can now set your short-term goals that may effectively lead you to achieving your long cherished long-term goals in your life.

## Training Topics:

- Personal Goal Setting
- Types of Goals
  - S.M.A.R.T. Goal
- Job Analysis
- 80:20 Rule or Pareto Principle
- Activity Logs
  - Analyzing Your Time Log
- To-Do Lists
- Why Delegate?
  - The Delegation Process
- Procrastination
  - Causes
  - Ways to Overcome
- Dealing with the Five most Popular Time Robbers



### **Training Hours:**

The duration of the training program will be 8 hours

### **Training Methodology:**

- PowerPoint Presentation
- Role Plays
- Games and Group Activities
- Case Studies

### **Resources Required:**

- MMM Training Solutions will conduct the training.
- Maximum number of participants to a class will be 15.
- The training will be conducted at a venue organized by client.
- The following will be provided by client:
  - Handouts will be printed/photocopied
  - The LCD projector & computer with CD and DVD drive
  - Folders/files for trainees to store their information/feedback
  - Audio speakers
  - Pens and notepads for trainees