

# DMA

DELHI MANAGEMENT ASSOCIATION

*Presents*  
*Workshop*  
*on*  
*Effective Time Management*  
23rd December 2011



*“The bad news is time flies. The good news is you’re the pilot.” – Michael Altshuler*

# **An Interactive Workshop on EFFECTIVE TIME MANAGEMENT**

**23<sup>rd</sup> December 2011**

**India Habitat Centre, Lodi Road, New Delhi**

Do you get to the end of the day and feel like you worked hard but didn't get everything complete? Does reading your email feel like a never-ending struggle?

Effective time management is amongst the most sought after skill in management today. As the world of business becomes more and more complex, the need for Effective Time Management is critical and unquestionable. Staff members across all grades and ranks need to adapt their work styles to ensure efficient discharge of their responsibilities within the time limits set for each. Does this mean that one gives up the race? Absolutely not! The trick is to identify and adopt ever innovative approach to manage the tasks quickly without compromising on the expected level of quality.

DMA is organizing this unique one day programme module in response to the high level of interest of members for training such as this. The programme is specially designed to take care of the needs of individuals and corporate houses to strengthen skills at time management for a positive multiplier effect on productivity.

This practice-oriented development programme has been designed to equip the participants with a scientific and systematic approach to effective and efficient time management. After undergoing this result-focused program, participants should

- *Be able to successfully prioritize their work*
- *Master tactics to manage procrastination*
- *Learn to delegate successfully*
- *Manage time more effectively and*
- *Learn to deal with personal and team stress effectively*

## **Contents**

- The 3Ps of Time Management: Planning, Prioritizing and Procrastination
- Dealing with Interruptions
- Art of Delegation
- Application of tools, such as diaries, calendars and time logs

## **Key Takeaways**

- Understanding the 4 types of activities: Urgent- Important, Non-urgent-Important, Non-important-Urgent, Non-urgent-Non-important
- Being Effective and Efficient
- Learning to Plan and Prioritize
- How to avoid Procrastination
- Self Management

## About the Faculty

**Anuradha Bhattacharji** has over two decades of rich experience working on Human Resource strategy, procedures and regulations to develop a skilled workforce.

She graduated from Lady Shri Ram College, New Delhi in Philosophy Honors. Further she went on to complete her post graduation diploma from the Chartered Institute of Personnel Development, London, UK acquiring the status of Associate Member of the Institute.

She has extensive experience in planning, designing and delivering training modules such as Performance Management and Staff Management Processes. She also has expertise in supporting Organization Change processes and setting up policies and procedures for smooth office operation.

**Moutushi Sengupta** has over two decades of rich experience in corporate and development sectors. She has many years of experience as a corporate trainer and has conducted a number of management development programmes, both in house and external. Her expertise lies in delivering highly interactive modules and creating a safe environment for participants.

She has successfully participated in a number of international training programmes. She holds a double Masters degree, including one from the University of London and is a member of the Chartered Institute of Personnel Development (CIPD), United Kingdom.

She has delivered a number of training programmes both in-house and external on people development, including on time management, effective communication and team development. She has also handled projects on developing training needs and strategic workforce plans.

**PARTICIPATION FEE:** Rs. 3,500/- per head for members of DMA/AIMA and LMAs  
Rs. 4,000/- per head for non-members  
(Participation Fee is inclusive of lunch, reading material and other expenses).

Cheque/DD should be drawn in favour of **Delhi Management Association**. Once the registration of a nominee is confirmed and he or she is unable to attend the programme, the fee is non-refundable. However, participation by a substitute for the programme shall be allowed.

*Please fill in the registration form and send it to:*

Ms Omana Mathews      OR  
Administrative Officer

Ms Meena Mehta  
Officer

### **Delhi Management Association**

Tel: 011-24649551, 24649552    Telefax: 24649553

E-mail: [info@dmadelihi.org](mailto:info@dmadelihi.org) or [dmadelihi@sify.com](mailto:dmadelihi@sify.com)    Website: [www.dmadelihi.org](http://www.dmadelihi.org)

Registration Form

**DMA**

*Workshop*

*on*

*Effective Time Management*

23<sup>rd</sup> December 2011, India Habitat Centre, Lodhi Road, New Delhi-110003

Please register our delegates for the Workshop.

1. Name _____	Designation _____
2. Name _____	Designation _____
3. Name _____	Designation _____
4. Name _____	Designation _____
5. Name _____	Designation _____

Organisation \_\_\_\_\_

Address for communication \_\_\_\_\_  
\_\_\_\_\_

Phones \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Enclosed is a cheque/draft for Rs..... being Registration fee for the Workshop.

Authorized Signatory, Name & Designation \_\_\_\_\_