

SOFT SKILLS



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Time Management Skill Course

Project Based Immersive Learning Course

Course Overview

Sambodhi and Education Nest offer the Time Management Skill training, a comprehensive program designed to empower individuals with effective time management techniques. This course equips participants with the skills to organize and prioritize their tasks, enhance productivity, and achieve their goals. The training provides practical strategies to optimize energy and resources for maximum results. Through this course, individuals develop strong self-management and problem-solving abilities, enabling them to become more efficient and productive. Participants will learn various time management strategies and gain insights into the value of time. The course also focuses on identifying obstacles to success and creating a personalized plan for achieving success. By mastering time management, individuals can unlock their full potential and lead more balanced, successful lives. You will gain expertise in this area after completing the course.

Benefits of Time Management Skill Course:

Enrolling in a time management skills course can have a positive impact on both your personal and professional life. Time management skills are essential for success in today's fast-paced world.

Enrolling in a time management skills course can provide numerous benefits, including:

- The participant can experience an improvement in productivity
- People are good at organizing their daily tasks on time
- They learn how to plan their work and complete it on time
- Participants learn to have a better work-life balance
- Setting goals gives people direction and purpose.
- They learn to manage their time well and be organized.
- They can work without stress and set limits for themselves
- They make the most of available resources to save time.
- Improved job opportunities and career advancement potential

Who should learn?

- Students
- Entrepreneurs
- Professionals
- Managers
- Team leaders
- Anyone who has challenges with balancing their time and priorities

Why Time Management Skill Course from Education Nest

- **Free Demo on Request**
- **Live Interactive Learning**
- **Lifetime Access**
- **Flexible Schedules**
- **24x7 Support**
- **One on One Doubt Clearing**
- **Real Time Project-Based Learning**
- **Certificate Oriented Curriculum**

Key Skills Covered:

- Goal setting and prioritization
- Planning and scheduling
- Delegation and teamwork
- Overcoming procrastination
- Time tracking and evaluation
- Stress management and work-life balance
- Communication and negotiation skills

Time Management Skill Course Syllabus

Module 1

- The importance of organization
- Role of an organizer when managing a schedule within a certain time frame
- Building a daily activity log to maintain your schedule and time
- Fundamental skills for managing a schedule and time management.
- Features of a schedule time

Module 2

- Time Management Fundamentals
- Structured Method for Prioritizing Tasks
- Time Management and Optimal Time Utilization
- Common Obstacles to Effective Time Management
- Analyzing Your Time Allocation
- Stages of Time Management

- Strategies for Efficient Time Management

Module 3

- Evaluating how you currently use your time
- Finding the main source of time depletion
- Overcoming common time-consuming activities
- Devising tactics to eliminate time-consuming habits
- Practicing assertiveness to combat time wasters
- Effectively managing and allocating your energy
- Allocating time for reflection and planning

Module 4

- Setting up priorities
- Task Prioritization
- Techniques of Task Prioritization
- Prioritizing workload and focusing the key tasks
- Guides for planning and prioritizing
- Prototypes of planning and prioritizing
- Urgent tasks vs. Important tasks
- Creating a personal system for prioritization

Module 5

- Planning and defining your workload
- Planning Tools to Evaluate and Examine Plans
- Fostering daily and weekly plans
- Implementing planning in your life
- Use of technology in planning
- Paper planners vs. electronic planners
- Planning time for yourself and others
- Balancing out your work and individual life

Module 6

- Managing Stress and Time Effectively
- Maximizing the Use of Available Time
- Avoiding Overwork and Exhaustion
- Detrimental Consequences of Stress
- Assertive Techniques for Saying 'NO'
- The Dangers of Over-Commitment
- Recognizing Unreasonable Expectations
- Creating Mutually Beneficial Solutions
- Significance of Taking Regular Breaks

Module 7

- Delegation: Introduction
- Knowing What to Delegate
- Delegating tasks
- Art of effective delegation
- The best person for the right task
- Saving time and energy through delegation
- Avoiding double and repetitive work
- Pitfalls of Delegation

Module 8

- Wheel of Life Technique
- Stretch Goals Concept
- Setting SMART goals
- Pareto's 80/20 Principle
- The task Batching Concept
- Concept of grouping similar tasks or items

- Power of Focus and Concentration
- Aligning your intention with purpose

Module 9

- Utilizing and Managing Technology
- Creating a Personalized Digital System for Task Management
- Technology-based Management of Tasks, Appointments, Notes, and Documents
- Optimizing Scheduling with Calendars, Schedulers, and Notifications
- Effective Use of To-Do Lists
- Maximizing Outlook's Potential with Useful Tips
- Establishing an Efficient Filing System for Paper and Email Overload

Career Support

Profile Building :

Experienced professionals are available to offer tailored assistance in crafting your CV and online profiles, taking into account your unique educational and experiential background.

Interview Preparation :

The upcoming interview preparation service will include personalized one-on-one sessions and the option for mock interviews if needed.

Job Referrals :

At Education Nest, we receive a variety of job requirements from diverse sources such as organizations, our clients, HR consultants, and a vast network of Education Nest currently employed in different companies. We strive to meet these varied requirements to the best of our abilities.

Continuous Support :

We offer continuous support for as much time as you need it, and a considerable number of our learners receive multiple interviews offers and promising employment opportunities as a result of the abilities they gain during the program.