

PRODUCTIVE TIME MANAGEMENT



Introduction

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency, or productivity.

Prioritization is the essential skill you need to make the very best use of your own time. This will help you focus your energy and attention on the things that really matter. It is also a skill that you will create calmness and space in your personal and professional life. It is particularly important when time is limited, and demands are seemingly unlimited. Productive time management frees you from less important tasks that can be attended to later or quietly dropped.

Programme Coverage

- Identifying Goals and Objectives
- Understanding Urgent and Important Activities
- Prioritization
- Life Management

Programme Outcomes

The programme will enable participants to

- Identify and set goals and objectives
- Establish priorities based upon goals
- Analyse and evaluate how they spend their time
- Develop and implement a plan of action



Methodology

- Brief lectures
- Discussion on cases
- Participant exercises and sharing of experiences

Participant Profile

junior and middle level executives in organisations who have a passion for performance excellence

Investment

₹ 3,000/-

(exclusive of 18% GST)



Registration

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Programme Facilitator

Prof. Balasubramanian is currently the Director of GRG Centre for Advanced Studies. He is a Graduate in Mechanical Engineering from the University of Madras and holds PG Diploma in Management (MBA) from IIM Calcutta. He is a Fellow of the All India Management Association.

He has nearly 50 years of professional experience. He held senior executive positions for 30 years in private and public sector industry – including Larsen & Toubro, BHEL, Parry & Company, and Wartsila Corporation – in India and abroad, prior to joining the academia in 1999/2000.

Prof. Balasubramanian is actively involved in management education, training, and consulting. His academic interests are in the fields of Business Leadership and Strategy. He has conducted successful and highly rated training programmes for a large number of organizations. He has been a resource person for numerous sessions on business leadership, strategic management, building a visionary organisation, and time management. He has delivered over 200 keynote talks and chaired many sessions on higher education. He is the author of a widely acclaimed book titled "The Art of Business Leadership: Indian Experiences" (New Delhi: Sage Publications, 2007). He has authored several white papers on management education and industry-institute interaction for AIMA, CII and other associations.

He has actively served as a Member of the Council of Management of All India Management Association (AIMA) and the Managing Committee of Coimbatore Management Association; He continues to serve on the Education Panel of CII Southern Region and of CII Coimbatore Zone.

