



**SAYA LEADERSHIP**  
Inspiring...Awakening...

# TIME MANAGEMENT AND PRIORITIZATION



CONTACT PERSON: Ms Ashmita Dani | Contact Number: +91 9920086633  
FOR DETAILS WRITE TO US AT: [ashmita.dani@sayaleadership.com](mailto:ashmita.dani@sayaleadership.com)  
FOR MORE INFORMATION - VISIT: [www.sayaleadership.com](http://www.sayaleadership.com)



**SAYA LEADERSHIP**  
Inspiring...Awakening...

### **OBJECTIVE:**

- Self Assessment: Evaluating your productivity.
- Clearly define your priorities and utilize your time productively.
- How to prioritize and seeing the connection of Prioritization with Responsibility and Ownership.
- Keeping a track of time spent, identifying and removing time wasters.
- Accepting and delegating items that need to be, not accepting more while always pushing self to achieve more.
- Controlling vs. Influencing
- Knowing that non-controllable items will always get added to your to-do list, and how to manage them.
- Being outcome oriented and focusing on key priorities within a given timeframe.
- Creating action plans and seeing them through.

### **BENEFITS:**

- Understanding basic concepts of time management.
- Being Responsible and taking ownership.
- Comprehending tools & techniques for managing time.
- Organizing & Planning.
- Delegating Effectively

### **WHO SHOULD ATTEND?**

- Executives
- Junior Managers
- Middle Management

### **FACULTY:**

MR. YOGESH DANI

CONTACT PERSON: Ms Ashmita Dani | Contact Number: +91 9920086633  
FOR DETAILS WRITE TO US AT: [ashmita.dani@sayaleadership.com](mailto:ashmita.dani@sayaleadership.com)  
FOR MORE INFORMATION - VISIT: [www.sayaleadership.com](http://www.sayaleadership.com)