



## **NATIONAL PRODUCTIVITY COUNCIL** Presents Webinar on

# **Managing Time Effectively**

On 7<sup>TH</sup> September 2020 at 11:00 Hrs. to 13:00 Hrs.

Effective Time Management Webinar will help people to improve productivity by learning to manage time more efficiently. Most of us, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments. One of the most repeated phrases you will hear in offices up and down the country is "we don't have enough time" - to which the response is often "work harder!" - leading to overtime, stress - and often a poorly done job! Developing techniques to make more intelligent use of time, and to prioritize and effectively manage a challenging workload can lead to a more productive workforce getting more important work done in less time and with less stress! In this webinar, we will talk about how to prioritize important and important task and manage time more efficiently.

**Webinar Coverage:** Define Time Management, Clarify and prioritize your objectives and goals, by creating more planning time, Prioritizing Time ,80/20 Rule, Urgent/ Important Matrix, Tackling Procrastination.

★ Participants will be provided E-Certificate towards Participation



### **Speaker**

Dr. Shreya Govind  
Behavioural Trainer

### **Registration Fee**

₹ 590/- (Incl. GST)  
Per Participant

### **Please Visit for Registration**

<https://www.npcindia.gov.in/NPC/User/webinarpage>

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