

Title:**Practical Time Management for Professionals**

In this fast-paced world where work is becoming more and more demanding, we find ourselves always busy. Not being able to manage our time effectively and efficiently is leading to work stress, anxiety, overwhelm, helplessness, frustration and even job dissatisfaction.

Objective:

The program is focused on educating and empowering the participants to learn the tips, tricks and tools towards effective utilisation of their time with improved productivity and quality of work so as to create quality time for

- Peace of mind,
- The people you love,
- The people who love you
- Your Health

Topics Covered:

- Introduction
- Need for time management.
- What is time management?
- Techniques to manage time
- Tools/technology to manage time
- Tips to get more done in the available time

Training Duration:

1 day

Trainer's Profile:**Prakash Patil:**

- Senior Surveyor with Research Division of Indian Register of Shipping.
- Having 17+ years of corporate experience.
- Social Media Influencer.
- Sharing knowledge and experiences through regular value nuggets.
- 7.20k+ followers, 600k+ content views on LinkedIn.

Who can benefit?

Seafarers, Technical managers, Operations personnel, Senior management