



charteredskills.com

SKILLS
Anytime, Anywhere

Course Curriculum



Advanced Skills On Time Management

Course Description:

Being punctual in the workplace or personal life can make a huge impression on you. Time management can save you a lot. Timing sense and techniques are outlined for this course. People will take you more seriously if you are sensible about time. The course is designed for making you more time sensible and conscious which will be helpful in your life. You can plan more and implement them in time. How to be more focused and minimize the impact of distractions will be taught. In your professional life, a time management course will benefit you in the following ways:

- More Productivity and efficiency.
- Provide a better quality of work.
- Less stress & anxiety.
- Improved quality of life.
- More time for leisure and recreation.
- More opportunities and career growth.

Course Requirements:

- If you are computer literate and interested in improving productivity then this is the perfect course for you.

Course outline:

- Introduction of time management
- Planning
- Time management skills
- Time management techniques

- Quiz
- Problem solving and review

What you'll learn:

- Discover and apply time-management and productivity strategies, techniques, and hacks
- Identify and solve for roadblocks that prevent you from being your most productive self
- Use your natural tendencies and traits to your advantage to optimize your time and productivity
- Build a personalized productivity system
- Use your single trusted system to collect and manage your tasks
- Prioritize effectively to make sure you're working on the right things, at the right time
- Plan your daily, weekly, and long-term work & goals to save time and reduce stress
- Use single-tasking, time blocking, documentation, and breaks to more effectively focus on the job
- How you can be able to apply time-management and productivity strategies, techniques, and solve problems for roadblocks that make you apart from being your most productive self.
- Know a lot more about yourself.
- Make a proper plan and make them real and productive within the time.
- Learn to be punctual in the workplace which can uphold your honour.

Who this course is for:

- People who working parents, employees, students who feel unorganized, unproductive, and are frustrated about time sense then this is the course for you.
- Inevitable for entrepreneurs, freelancers, and job seekers.

CONTACT US



Begum Rokeya Sarani, Mirpur,
Dhaka-1216



+8801321-173485, +8801321-173486



info@charteredskills.com



/charteredskills



/charteredskills



/charteredskills



/charteredskills



/charteredskills



/charteredskills



/charteredskills



/charteredskills