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| --- | --- |
| Name of the Package of Courses | **Essential Life Skills** |
| Duration of the Course  | Two days  |
| Number of Sessions | 8 (Eight) |
| Training Branch  | IV |
| Name of Course Coordinator  | Assistant Director |
| **Sessions** | **Contents & Sequence** | **Resource Persons** |
| **DAY 1**  |
| **Session – I**  | **Time - a precious element** |
| 10.00 am- 11.15am | * Understanding Time as Commodity
* Relationship of tasks and time
* Perceptions about time
* Talent and time
* Improved Performance, Productivity & Profitability
 |
| **Session - II** | **Time - a precious element** |
| 11.30 am- 12.45 pm | * Better alignment & Coordination of work
* Reduction in Stress
* Challenges in modern scenario
* Time bound work culture
 |
| **Session - III** | **Importance of Work-Life Balance** |
| 01.45 pm- 03.00 pm | * Balancing work, family, friends & self
* Daily achievements & enjoyment
* Sense of Well being
* Knowing strengths & weaknesses of self
* Dealing with conditions at workplace
* Role of vacation and holidays
 |
| **Session – IV** | **Success and effective use of time** |
| 03.15 pm- 04.30 pm  | * Identifying high value tasks
* Discover right timing of task delivery
* Develop talent in right time
* Divide and rule complex tasks
* Circle of influence and circle of concern
* Urgent Vs Important Matrix
 |
|  **DAY 2**  |
| **Session – V** | **Time Management and Planning** |
| 10.00 am- 11.15am | * Goal / Objective setting – SMART goals
* Cascading Plans
* Time management Matrix – task prioritization
 |
| **Session - VI** | **Time Management and Planning (continued)** |
| 11.30 am- 12.45 pm | **Values*** 80 / 20 principle **-** Reducing incidence of Crisis
* Planning for Multi-tasking
* Quality Time Identifications & Planning for output
 |
| **Session - VII** | **Time Management at workplace** |
| 01.45 pm- 03.00 pm | * Over and under estimation of time
* Awareness of deliverables
* Clarity of process
* Time box technique
 |
| **Session - VIII** | **Time Management at workplace (continued)** |
| 03.15 pm- 04.30 pm  | * Busy Vs Productive Work Vs Reactive Work
* Dealing with indecision & delay
* Dealing with Overwork – Urgent Vs Important
* Managing distractions
 |

 **DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi**

**Training Module on Time Management**