

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

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		Ms. Jyoti Seth, Assistant Director
Sessions	Contents & Sequence	Resource Persons
DAY-1 (08.12.2025)		
Session – I	Time - A precious element	
10.00 A.M. - 11.15 A.M.	<ul style="list-style-type: none"> - Understanding Time as Commodity - Relationship of tasks and time - Perceptions about time - Talent and time - Improved Performance, Productivity & Profitability 	Mr. Sajal Dhir
Session - II	Time - a precious element	
11.30 A.M. - 12.45 P.M.	<ul style="list-style-type: none"> - 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 P.M. - 03.00 P.M.	<ul style="list-style-type: none"> - Balancing work, family, friends & self - Daily achievements & enjoyment - Sense of Well being - Knowing strengths & weakness of self - Dealing with conditions at workplace - Role of vacation and holidays 	Ms. Shalu Sharma
Session – IV	Success and effective use of time	
03.15 P.M. - 04.30 P.M.	<ul style="list-style-type: none"> - 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 (09.12.2025)		
Session – I	Time Management and Planning	
10.00 A.M. - 11.15 A.M.	<ul style="list-style-type: none"> - Goal / Objective setting – SMART goals - Cascading Plans - Time management Matrix – task prioritization 	Ms. Nidhi Mehra
Session - II	Time Management and Planning (continued)	
11.30 A.M. - 12.45 P.M.	Values <ul style="list-style-type: none"> - 80 / 20 principle - Reducing incidence of Crisis - Planning for Multi-tasking - Quality Time Identifications & Planning for output 	
Session – III	Time Management at workplace	
01.45 P.M. - 03.00 P.M.	<ul style="list-style-type: none"> - Over and under estimation of time - Awareness of deliverables - Clarity of process - Time box technique 	Mr. Vikas Chandwani
Session - IV	Time Management at workplace (continued)	
03.15 P.M. - 04.30 P.M.	<ul style="list-style-type: none"> - Busy Vs Productive Work Vs Reactive Work - Dealing with indecision & delay - Dealing with Overwork – Urgent Vs Important - Managing distractions 	