



# Time Management Training PPT

For Trainers, Operational Managers & Coaches

**Exclusively Designed to  
Train Executives and Managers**

**75+**

**Slides**

**07**

**Sections**

*ICARIANS*

2024 version

## DESIGNED & DEVELOPED FOR

- Corporate Trainers
- New Managers & Team Leads
- Organisational Development Coaches
- Operations Managers
- Aspiring Trainers and Managers
- Freelance Training Consultants



**Let's Look inside**

# Content Topics

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**1. Why Manage Time**

**2. Time Management**

**3. Time Management Principles**

**4. Time Based Management**

**5. Productive Work & Crisis Management**

**6. Planning**

**7. Tips and Techniques**

# Key Highlight

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**75+ Slides**

**White labelled**  
and completely **Editable**

Let's look at some Screenshots

# Time Management



What is Time Management?
Time as a Commodity
Essential Habits
Types of Time
Over & Under Estimation of Time

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### Overwork

Overwork can have effects that may be classified as

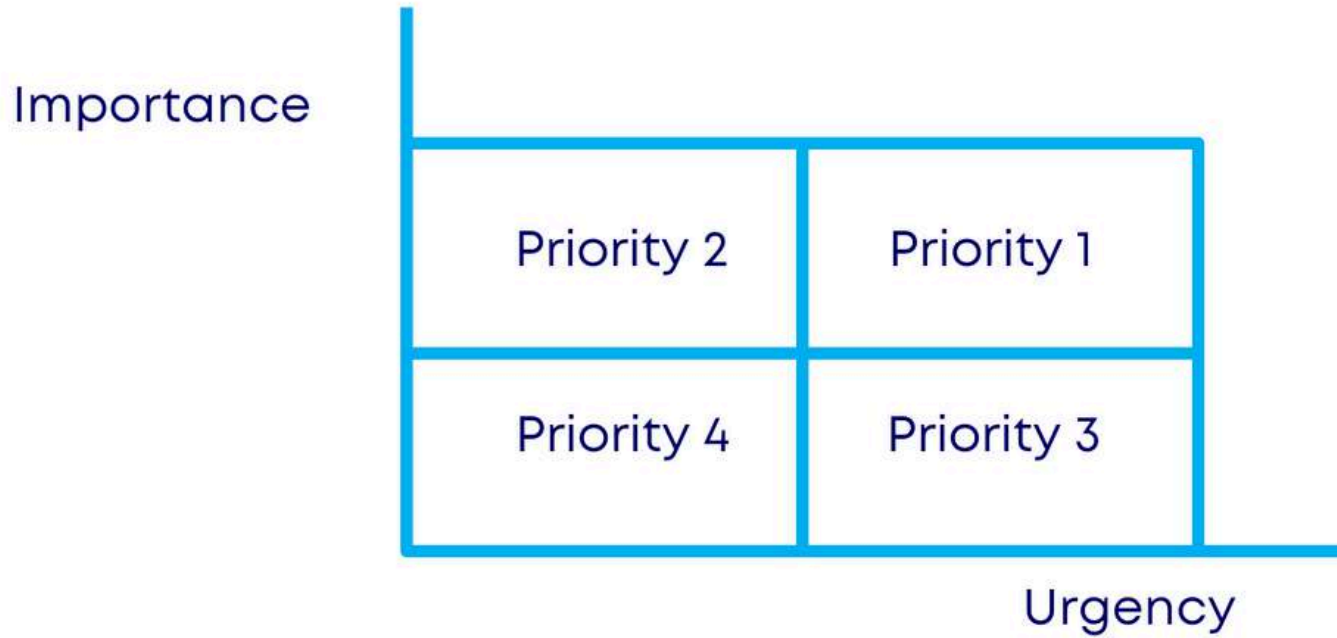
- Psychological
- Physiological

People are overloaded for two main reasons -

- The person or team does too much
- The person or team have too much to do



## Prioritisation Grid



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## Spent Time Matrix

	Urgent	Not Urgent
Important	Q1 <b>Crises</b> <b>Deadlines</b>	Q2 Prevention Relationship Building Planning Recreation
Not Important	Q3 Interruptions Some Meetings Popular Activists	Q4 Pleasant Activities Busy Work Time Wasters Trivia

## Problem 1 - Procrastination

Putting off doing the things that you should be doing at this point!

### Solution -

- List all tasks that you are currently putting off
- Remove two from the list by doing them now!
- Plan and set a schedule for dealing with the rest
- Reward when tasks are completed
- Punish when tasks are not completed on schedule



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## Tips and Techniques

Let's Explore

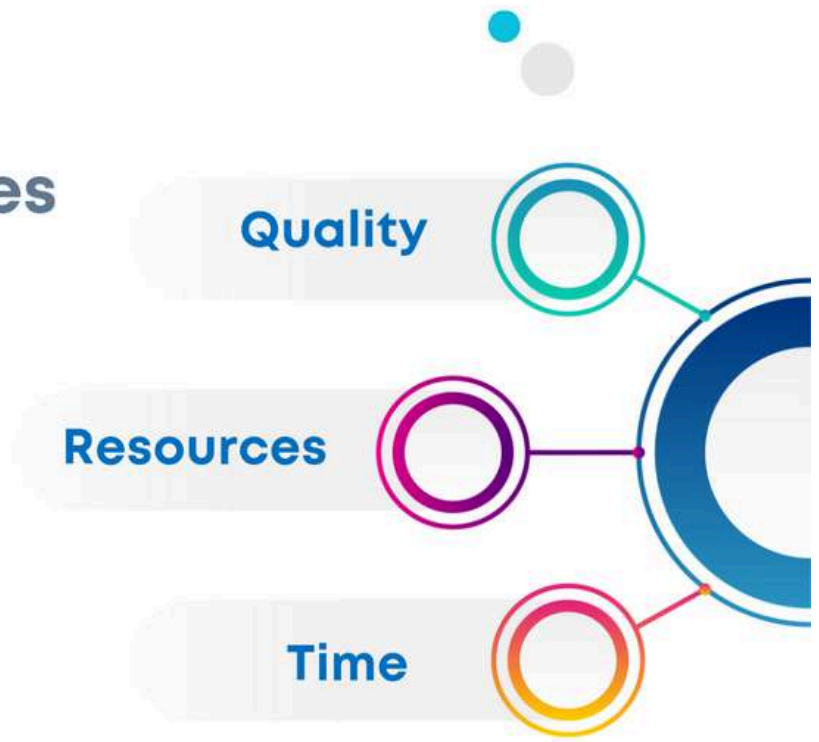


# 1

## Focus on Time and Resources

For effective management of time there needs to be a reasonable attempt made to look at the time and resources required to complete a task:

The quality of the outcome is directly influenced by the resources and time constraints involved



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# Time Management Principles

Time Management Principles

Spent Time Matrix

Quadrant 2

Time-Based Management



# Time Management Principles

- Time Management Principles
- Spent Time Matrix
- Quadrant 2
- Time-Based Management

## 1

### Focus on Time and Resources

For effective management of time there needs to be a reasonable attempt made to look at the time and resources required to complete a task:

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# Creatively Designed

## Problem 1 - Procrastination

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## Prioritisation Grid

Importance	Priority 2	Priority 1
	Priority 4	Priority 3
	Urgency	

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## Tips and Techniques

Let's Explore



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## Spent Time Matrix

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# Planning

- What is a Plan?
- Information & Planning
- Time Management Systems
- Goals & Time Spans
- Cascading
- The Daily Plan

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## 5 Managing Your Workspace

How our workspace is organized has an impact on how efficient we are - try the following to improve efficiency

- De-clutter your desk by clearing it at the end of each working day.
- File documents once they have been used.
- Purge files regularly.
- Organize a work flow system in your space



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For Trainers, Managers, Team Leads  
and Aspiring New Managers

# Available to Download

## Conflict Management Training PPT

7 Sections

₹1995.00

75+ Slides

~~₹3895.00~~

For any questions or  
samples, click the  
link below

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