

PERSONALITY ENHANCEMENT TRAINING

Time Management & Task Management

Master your time, boost productivity, and achieve more with smart planning and effective task management.

2-Phase Program

Certified Trainers

500+ Students Trained

About the Course

Time is one of the most valuable resources we have, yet many people struggle to manage it effectively. Busy schedules, constant distractions, poor planning, and lack of prioritization often result in missed deadlines and reduced productivity.

This course is designed to help students, professionals, entrepreneurs, and team leaders take control of their time and accomplish more with less stress — organizing your day, prioritizing important tasks, overcoming procrastination, and maintaining work-life balance.

By the end of this course, you'll be able to manage your workload more efficiently, complete tasks on time, and create a structured system for long-term productivity.

2

PHASES

4 Hrs

CONTENT

Live

INTERACTIVE

Yes

CERTIFICATE

Who Should Join

This course is ideal for students, job seekers, working professionals, entrepreneurs, managers, and anyone who wants to improve productivity and manage time more effectively. No prior experience needed.

What You'll Gain



Increase productivity and
focus



Reduce stress and missed
deadlines



Build better work-life
balance

Course Structure

Phase 01 · Understanding Time & Managing Daily Activities

This phase introduces the fundamentals of effective time management and helps you identify the habits that consume your valuable time.

WHAT YOU WILL LEARN

- Organizing Your Day
- 80:20 Rule (Pareto Principle)
- Dealing with Common Time Wasters
- Managing Interruptions
- Handling Shifting Priorities
- Managing Information Overload
- Travel Time Management
- Understanding Procrastination
- Techniques to Overcome Procrastination
- Delegation and Why to Delegate
- The Delegation Process
- Delegation for Succession Planning

Phase 02 · Advanced Time & Task Management Techniques

This phase focuses on practical systems and advanced productivity techniques that help you stay organized and accomplish your goals efficiently.

WHAT YOU WILL LEARN

- Work-Life Balance
- Balancing Your Life Wheel
- Strategies for Work-Life Balance
- Urgent vs Important Matrix (Eisenhower Matrix)
- Setting Realistic Goals
- Time Management Techniques
- Maintaining Time Logs
- Creating Effective To-Do Lists
- Electronic Time Management Tools
- Managing Daily & Long-Term Tasks
- Building a Personal Time & Task Management System

What Students Say

"This course completely changed how I plan my day. I now finish important tasks without feeling overwhelmed."

Aman Gupta

Software Engineer

"The practical techniques like the Urgent-Important Matrix and time logs helped me become much more productive at work."

Sneha Kapoor

HR Executive

Frequently Asked Questions

How long is the course?

The course follows a structured 2-phase training program consisting of interactive learning sessions and practical exercises.

Is the training practical?

Yes. The course focuses on real-life productivity techniques, planning exercises, case studies, worksheets, and habit-building activities.

Will this course help reduce stress?

Yes. By learning how to prioritize tasks, plan effectively, and avoid procrastination, you'll reduce unnecessary stress and improve work-life balance.

Will I receive a certificate?

Yes. Participants receive a Course Completion Certificate after successfully completing the training.

Ready to Take Control of Your Time?

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