IBA Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

IBA CEE Center for Executive Education
Institute of Business Administration

IBA Summer School

Time Management

July 1-5, 2019 | Mon, Wed, & Fri | 6:00 pm to 9:00 pm | @IBA City Campus

Investment: PKR 8,000/- (includes training material & certificate)
Early bird discount of 15% on registering by June 20, 2018
Last date of submission: June 25, 2019

Are you working harder and longer than ever before, trying to keep up with an increasingly demanding workload? Most professionals are! You know the drill: You come in early, stay late, take work home, do two things at once — but your "to-do" list just keeps getting longer and longer!

Your calendar is jammed with commitments. Your workspace is shrinking because of the piles of paperwork you need to get to. You're stressed out, frustrated and overwhelmed because you don't see any end in sight to your growing workload.

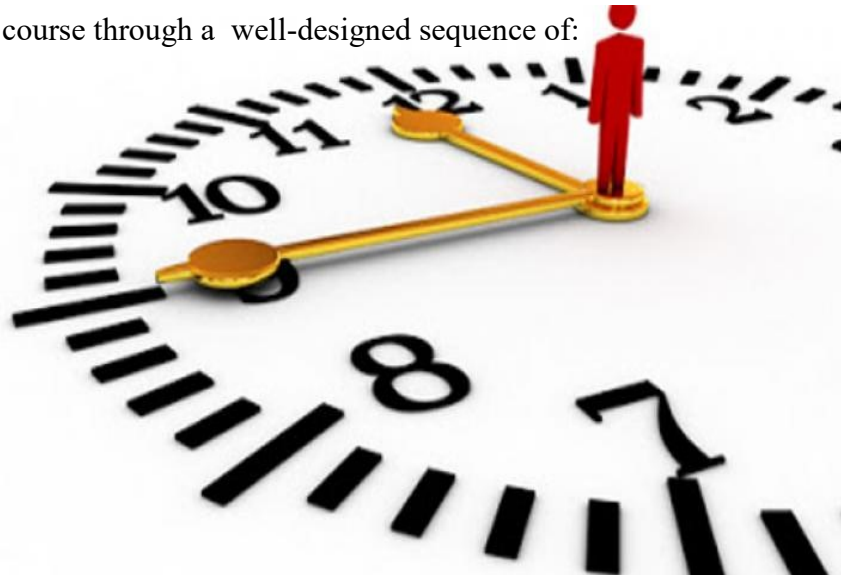
Sound all too familiar? Then take heart! We've developed a practical new approach to organizing your time, a one-day workshop called Time Management and Organization Skills for Busy Professionals.

Get more done in fewer hours with a time management system YOU design! The trouble with traditional time management theories, we've found, is that they're one-size-fits-all. No wonder they don't work! That's why the heart of this radically different program is a time management plan that YOU will design for yourself —- allowing you to build in the flexibility you need to meet work and home commitments.

Learning Attribute

Participants will achieve maximum benefit from this course through a well-designed sequence of:

- Team activities
- Best-practices sharing
- Relevant selling skills questionnaire
- Story-telling
- Individual and group exercises
- Video-based activities



Most Valuable Learning

- **Organize anything** from a messy desk to towering piles in 3 basic steps
- **Take action** with "next-step thinking" to get tasks accomplished —- instead of putting them off
- **Boost productivity** by identifying and eliminating time-eating habits and organizational hurdles
- **End procrastination**, perfectionism and other time traps forever!
- **Say goodbye** to missed deadlines by accurately estimating how long projects will take

Course Contents:

Managing Yourself: Success Habits That Boost Your Effectiveness

Managing Your Time: New Tools and Strategies That Really Work

Managing Your Stuff: Clutter-Busting "Musts" for Getting Organized

Managing for the Long Haul: "Next-Step Thinking" Keeps You on Track for Life!

This is the key to time management - to see the value of every moment.
Menachem Mendel Schneerson

Trainer's Profile

Subhan Sharif practices pro-activeness and innovation to his personal and professional life. A lifelong learner, he has completed his graduation from University of Karachi, also achieved trainings from Manchester College Of Professional Studies in Information Technology Manchester UK , Central School of Professional Studies in Business Administration, London UK and Pakistan Institute Of Tourism And Hotel Management, Karachi, PK. He also holds the proud honor of achieving a scholarship from University of Oxford.

Journey from IBA to OXFORD was a nice learning experience for Subhan as he explains among many of his certifications. He names a few like Personal Coaching from The Coaching Academy at Manchester, UK and PRINCE 2 from Maven Trainings Certification at Leeds, UK and Strategic Marketing & Marketing Management from Institute Of Business Administration.

Different companies in corporate sector engage him to train their employees and Educational institutes including universities invite him to speak to their audience.

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