

Title	Manage Time Get Rid of Stress
Course Director	Dr. Rehana Rehman
Facilitators Name	Dr Saara Muddasir Dr Naseer Ahmed, Ms Musarrat Ashraf
Goal	Discover best management practices for delegating, planning projects, and running effective meetings
Learning Objectives	<ul style="list-style-type: none"> • Identify and learn techniques to eliminate hidden time-wasters. • Clarify and prioritize most important goals and associated activities. • Learn how to deal with time bandits like interruptions, email, low-priority requests, and procrastination habits.
Course Format	Workshop
Target Audience	All those who want to learn about time management
Max. participants	15
Duration	3 hrs
Preferred Day	Thursday, September 19, 2019 (PM)