



Pakistan Society for
Training & Development

July 08-09,
2021

09:00am
to 1:00pm

TIME & STRESS MANAGEMENT

Location:
Virtual

For further details

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PKR Fees:
18,000 + Gst

Introduction

Time management is a way to find the time for all the things you want and need to do. It helps you decide which things are urgent and which can wait. Learning how to manage your time, activities, and commitments can be hard. But doing so can make your life easier, less stressful, and more meaningful. When you manage your time, you decide which tasks and activities are most important to you. Knowing what's important helps you decide how best to spend your time. There are three parts to time management: prioritize tasks and activities, control procrastination, and manage commitments.

Learning Outcomes

- Maintaining peak productivity while allowing time for their personal priorities
- Understanding the psychological reasons behind the habit of procrastination and how best to deal with it
- Being able to say 'No' and put their own point across without sounding offensive, rude or non-cooperative



Ms. Sualeha Bhatti is for nearly 30 years, Sualeha Bhatti has been creating experiential and transformational learning experiences for clients in Pakistan as well as abroad. Helping people realize their potential and be the best they can be at the heart of all her training programs. She is known for her ability to create learning experiences where people can go deep within themselves and emerge with renewed faith in their capabilities. Team-building and personal development are her core areas along with Winning Decisions, a business acumen simulation she has designed especially for manufacturing companies.

