



work life balance

a wholesome life

Life is what happens to us while we're making other plans.

Our life is the sum result of all the choices we make, both consciously and unconsciously.

If we can control the process of choosing, we can take control of all aspects of our life. We can find the freedom that comes from being in charge of ourselves.

Contents

Problem of plenty

Secrets of dealing with overwhelm

Goal setting and time management

Guide to better time management

Get organised

Effective Scheduling

Regain work life balance

Path of the calf

Take Away

At the end of the programme, the participants will be able to appreciate the concepts of time management & self-improvement methods for improving personal & organisational effectiveness.

To benefit from this training workshop as an organization or, an individual or, a group, please [contact us](#).

Objectives

Clarify personal & professional goals

Creating balance

Learn & use methods/ tools for time management & self improvement

Who should attend?

Middle level, Senior level

What is the duration?

1 day, 2 days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Games

Q & A

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