



Institute of Cost &
Management Accountants
of Pakistan

ICMA
Pakistan

**Institute of Cost & Management Accountants of Pakistan
Lahore Branch Council**

Seminar on Time Management



“MANAGING YOUR TIME PRIORITIES AND SCHEDULE”

Lahore Branch Council (LBC) has always come forward to prove platform for personal professional development of Members and Qualified / Students by organizing programs on capacity building, grooming and personality development. Keeping in view the importance of development the Soft Skills the (international / relation-ship building and leadership skills) our life LBC is organizing a Seminar on “Time Management (Managing your time priorities and schedules)”.

Do you find yourself continually racing against time? Do you feel that you have so much to do that it's difficult to get anything done? Managing time effectively is the key to managing your individual performance. Time management is much more complicated than making a list and checking things off. Learn how to set priorities and focus on what's truly important, plan and schedule your day, and organize your calendar and tasks.



Seminar Objectives: Discover your time management patterns, Understand what time management really is, Understand the importance of planning, Prioritize your daily tasks when everything seems urgent, Schedule your day realistically and systematically, Audit your time with a time log Design an effective time management system Control and manage your reading pile, Create systems for repetitive tasks, so you don't do things twice, Save time in bits and pieces: little things add up! Make effective use of down time, Make decisions quickly, once you have the appropriate information

PROGRAM DETAIL

Day & Date :

Thursday, 16th
November 2017.

6:00 pm to 9:00 pm

Venue

ICMA Pakistan, Lahore Campus

CPD Hours

03 CPD Hrs

Fee

ICMAP Members/QCMAs/Corporate partners Rs.500

ICMAP Senior Members/Females and students : Rs:200/-

Non-Members: Rs 1000/-



Ansaar Qureshi; is a Business Strategist, with hands-on experience in helping Small & Mid-Sized organizations identify and resolve their business growth challenges by addressing business practice as well as leadership mind-set issues and hence unlocking business growth potential. Ansaar has over 25 years of experience. His expertise in working with business owners and CEOs across the Pakistan is vast and runs across multiple industries.

TRAINER PROFILE



This experience, combined with thorough and powerful Transformation Strategies, coaching in the areas of finance, operations, systems, sales & marketing and teams, has enabled his clients despite the competitive economy to consistently achieve measurable, sustainable, double-digit growth.



Followed by Dinner

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**Salman Haider FCMA
Convener CPD Committee
Lahore Branch Council
ICMA Pakistan
Cell # 0321-489 8624**

**Muhammad Yasin, FCMA
Chairman
Lahore Branch Council
ICMA Pakistan
Cell # 0332-848 6004**



Institute of Cost & Management Accountants of Pakistan
ICMA Campus, Lahore.

(Registration Form)

Participant (s) Name: _____

ICMAP Membership #: _____

Designation: _____

Company Name: _____

Address: _____

Tel #: _____ Fax #: _____

E-Mail: _____ Web add: _____

CNIC No.: _____ Cell #: _____

Signature

Date

Mode of payment: ☐ By Cross Cheque
☐ By Pay Order
☐ Online Credit Card
(For ICMAP Members Only)

Authorized Signature & Company Seal

For information and further details please contact CPD, department Lahore

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