

Dear Sir,

Subject: INTERNATIONAL CONFERENCE ON “EFFECTIVE *TIME MANAGEMENT*” ORGANIZED BY MERCHANTS CHAMBER OF U.P.(MCUP) AND THE YOUNG ACHIEVERS GROUP(TYAG).

We are pleased to inform you a webinar on Effective Time Management shall be organised as below:-

Time : 09:00AM to 11:00 AM

Date & Day: Monday 28th March 2016

Topic : “ Effective Time Management ”

Venue : Conference Hall, Merchants Chamber of U.P, Civil Lines Kanpur

Keeping this in mind we are starting a series of management related topic for the benefit of our members & their executives.

In today's busy schedule, highly competitive world, multi tasking /flexi hours and increasing demand of results and productivity, we are lost .The answer is an effective and cohesive team work.

In this session Dr.Manu Vohra will discuss Effective *Time Management*. You will learn importance of *Time Management* to accomplish various initiatives and master leadership excellence in any organisation.

Dr.Manu Vora shall talk about How to get things done in Time by

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|-----------------|--------------------|---------------------|
| 1. Goal Setting | 5. Meetings | 9. Saying no |
| 2. Planning | 6. Delegating | 10. Interruptions |
| 3. Scheduling | 7. Prioritizing | 11. Procrastinating |
| 4. Organising | 8. Decision Making | 12. Collaboration. |

Keeping this in mind we have requested **Dr. Manu Vora** who is highly acclaimed International Speaker on effective Time Management. We invite you, your colleagues, employees and students to attend to this highly productive seminar.

It is the passion and part of the joy of giving back to india that Dr.Manu Vora conducts these seminar free of charge. We are sure that it will be beneficial to all who attended this seminar. In the end of the seminar there will be a question & Answer Session with Dr. Manu Vora, and depute their executive to upgrade their Leadership skill

This programme is very effective people working in various fields .Whether

A businessman, CEO, Entrepreneur, Professor, Nursing Home Owner, Doctor, working executives or a youth pursuing higher studies such as MBA etc, all require knowledge of an effective Time Management to achieve the desired goal.

Dr. Manu Vora shall be on line at 09:15 AM sharp .Kindly Block your dairy for the date and time.

**For,
Merchants' Chamber of Uttar Pradesh.**