



Fateh

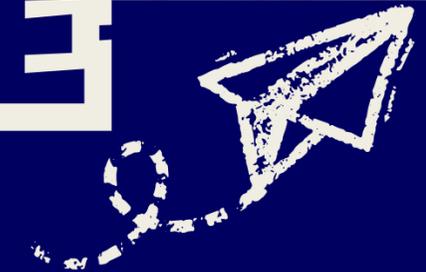
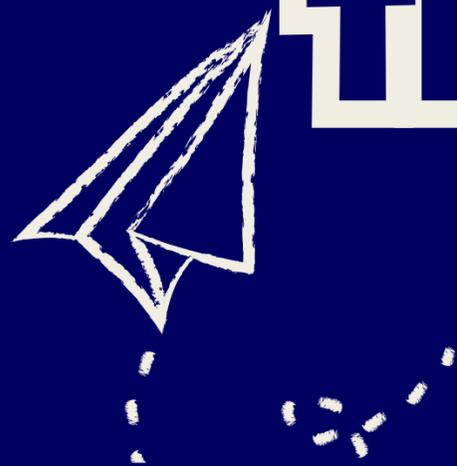
Trainings & Consultancy

25TH HOUR: MASTER YOUR TIME, TRANSFORM YOUR LIFE

Training Instructors

Mr. Pervez Fateh | Mr. Shahid Saleem

BUILDING COMPETENCE, INSPIRING CONFIDENCE



Overview

The course is designed to help individuals maximize their time management skills, productivity, and personal effectiveness. Participants will learn strategies to reclaim lost time, prioritize tasks, and achieve a better work-life balance.

Objectives

- Understand the principles of effective time management.
- Identify personal time-wasting habits and learn to mitigate them.
- Develop strategies to prioritize tasks and set achievable goals.
- Explore tools and techniques for enhancing productivity.
- Create a personalized time management plan.



Who Should Attend

Professionals, students, and individuals seeking to improve their productivity, focus, and work-life balance through structured time management techniques.

Why Us?

At Fateh Trainings & Consultancy, our motivational and personal development programs are crafted by experts in leadership, productivity, and behavioral transformation.

We focus on turning insights into action – enabling participants to achieve measurable improvements in time management and life satisfaction.



What will you learn?

Time Management	Your Current Time Usage	Goals and Priorities	Planning and Scheduling
<p>1: Understanding Time Management</p> <ul style="list-style-type: none">- Definition and importance- Common misconceptions <p>2: The Value of Time</p> <ul style="list-style-type: none">- Time as a resource- Opportunity cost	<p>1: Time Audit</p> <ul style="list-style-type: none">- Techniques for tracking time- Identifying time wasters <p>2: Analyzing Your Productivity Patterns</p> <ul style="list-style-type: none">- Peak productivity hours- Energy levels and time management	<p>1: SMART Goals</p> <ul style="list-style-type: none">- Specific, Measurable, Achievable, Relevant, Time-bound <p>2: Prioritization Techniques</p> <ul style="list-style-type: none">- Eisenhower Matrix- ABCD prioritization method	<p>1: Creating a Time Management System</p> <ul style="list-style-type: none">- Digital vs. paper planners- Tools and apps for time management <p>2: Weekly and Daily Planning</p> <ul style="list-style-type: none">- Time blocking- Setting realistic schedules

What will you learn?

Procrastination	Enhancing Focus and Productivity	Work-Life Balance	Continuous Improvement and Reflection
<p>1: Understanding Procrastination</p> <ul style="list-style-type: none"> - Psychological factors - Common triggers <p>2: Strategies to combat Procrastination</p> <ul style="list-style-type: none"> - The Pomodoro Technique - Breaking tasks into smaller steps 	<p>1: Techniques for Improved Focus</p> <ul style="list-style-type: none"> - Mindfulness and Meditation - Creating a distraction-free environment <p>2: Maximizing Productivity</p> <ul style="list-style-type: none"> - Batch processing - The two-minute rule 	<p>1: Strategies for achieving balance</p> <ul style="list-style-type: none"> - Setting boundaries between work and personal life - Importance of downtime and self-care <p>2: Building habits for Long-Term Success</p> <ul style="list-style-type: none"> - Habit formation and maintenance - Creating a Supportive environment for Productivity 	<p>1: Evaluating your Time Management Skills</p> <ul style="list-style-type: none"> - Self-reflection techniques - Seeking feedback <p>2: Adapting and Evolving your Time Management Approach</p> <ul style="list-style-type: none"> - Adjusting goals and priorities - Lifelong learning in Time Management

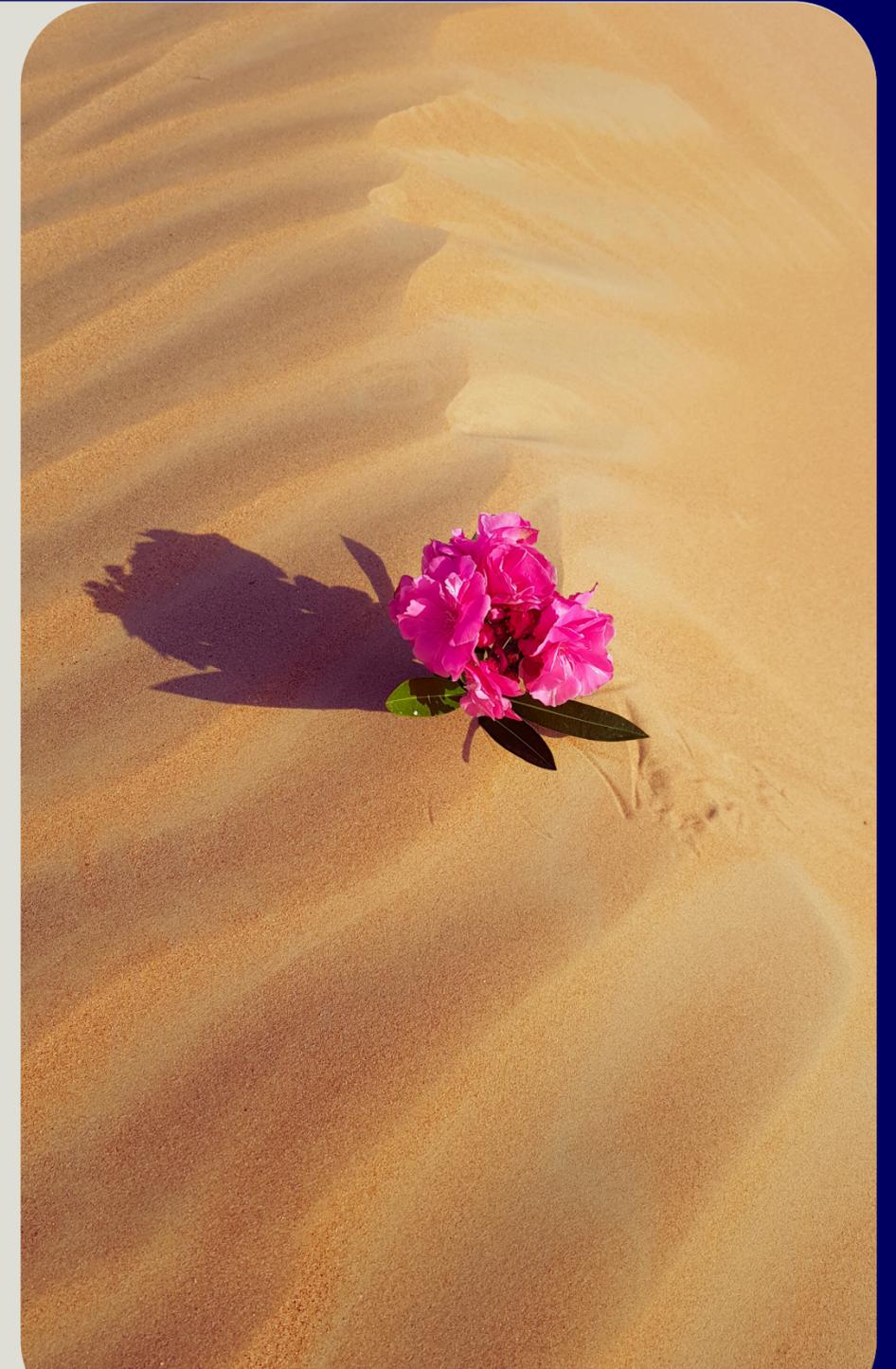
Conclusion

1: Creating a Personal Action Plan

- Summary of key takeaways
- Setting future goals

2: Commitment to Change

- Strategies for accountability
- Building a support network



Trainers



Mr. Pervez Fateh

CEO, Lead Trainer & Consultant

Mr. Pervez Fateh is a seasoned industrial leader with over 40 years of experience in plant operations, reliability, and executive management within Pakistan's fertilizer sector. A Mechanical Engineer from NED University, he has held senior roles at FFC and Fatima Fertilizer, achieving a 99.6% on-stream factor and a Guinness World Record for 60 million Safe Man Hours.

An advocate of HSE, innovation, and leadership excellence, he has completed executive programs at MIT, the University of Michigan, and LUMS. As FTC's Founder and CEO, he now focuses on developing future industrial leaders through strategic consulting and hands-on professional training.



Mr. Shahid Saleem

Senior Trainer & Consultant

Mr. Shahid Saleem is a seasoned chemical engineer with over 32 years of experience in leadership, plant operations, process safety, and industrial training within Pakistan's fertilizer sector. A graduate of the University of Punjab, he held key roles at Fauji Fertilizer Company, including Training Manager and Production Manager, where he led critical projects such as plant debottlenecking, DCS migration, and major equipment overhauls. Trained internationally in process safety and operations management, Mr. Saleem has also delivered specialized training to major organizations like Unilever, Attock Refinery, and Packages Ltd., cementing his reputation as a skilled trainer and safety expert.



Duration

1 day

Location

At Client's Site or Lahore

Training Instructors

Mr. Pervez Fateh | Mr. Shahid Saleem

Get in Touch

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