**Time Management: Master your Moments, own your Day!**

*Time management is an art of optimizing your daily activities to achieve your goal effectively and at the same time lead a balanced life. Discovering the art of time management is like having a superpower for students. It's about using your time wisely to get things done and making room for fun too! Learning this skill helps you shine in school, stay organized, and be a leader among your peers by showing how to balance work and play.*

*We have both rational and emotional brains in play. How are they related to time management? Are we paying attention to our enhancers and blockers and creating a personalized plan that works for you? We will be discovering answers to some of these questions in our session.*

**Here are some of the frequently asked questions.**

**How is this coaching different from other training?**

While time management training focuses on increasing productivity and achieving goals, the coaching technique that I offer brings in a participant driven, dynamic adaptable approach that aligns with the participant needs as opposed to standardized information delivery.

USP of my Coaching is the outcome through self-awareness, positive enquiry exploring areas that are restricting them from being efficient in time management in addition to discovering strategies and tools. My coaching delivery allows participants to go back with a personalized action plan that would work for them.

**How does group coaching work?**

Group coaching allows the participants to reflect collectively on the time management issues. Envision the exploration of ideas, experiences and insights that promotes safe space to explore limiting beliefs, challenges, actions towards success and mutual motivation.

**What will be the agenda of the session?**

* Perspectives on Time Management.
* Identify your priorities and values.
* Exploration on behaviour impacting time management.
* Exploration on interruptions and distractions.
* Game time on time management.
* Reflections and Action plan.

**What is the duration of the coaching session?**

The duration of the coaching session for the topics mentioned above will be 2 hours.

**What is the ideal group size for coaching sessions?**

Ideal group size would be 25 – 30 to allow active participation of most of the attendees.

**What will be the outcome expected for the participants?**

* Awareness on strategies to manage schedules.
* Awareness on individual behaviours impacting time management.
* Increased awareness, organization skills, growth mindset and confidence
* Take home worksheets to manage the ever-changing journey.

**Will there be any post-session support offered if the students need help on time management?**

A one-time 60-minute personalized coaching offer will be available at an offer price for registered users that participated in group coaching session. It will be valid only for one month from the date of program. Beyond that, you could always register using the coachingwithLaks.com website as a regular user.

**Will this be a one-time program?**

While a group coaching session is a one-time program, this specific session on time management could be revisited on a need basis as we constantly need to refresh our memory. For students that are struggling with time management even after trying out the strategies discovered in the session, personalized coaching sessions (package of 4 sessions) will be offered at a separate rate if the student is found coachable.

**Will personalized coaching program be available at a competitive rate for students referred from school?**

Qualified life skill coaches willing to work with adolescents are very less as most of the coaches focus on working professionals. Based on the number of students that sign up, I offer a maximum of 10% discount if referred from school.

**What are the other programs offered?**

For personalized coaching, currently I offer below programs: (package of 4\* 1 hour sessions for each topic)

1. Break Free from Stress (Academic and Peer Pressure)
2. Beat Procrastination
3. Chase your Dreams

For group coaching, currently I offer below programs: (A onetime program for 2 hours duration)

1. Time Management
2. Self-Management (Stress management and self-care)
3. Goal Setting
4. Conflict to Confidence (Upcoming)
5. Attuned & Inclusive Communication (Upcoming)

I also offer all of these programs in detail as one day workshop with hands-on doing and learning through games.

This program is designed for exclusive use for the coaching offered by CoachingwithLaks only.

**Contact:**

Varalakshmi(Laks) T

Life skills Coach for Adolescents

Alum. of ISB, UW, Ex- Microsoft(15+ years in IT)

www. coachingwithLaks.com

**Website:**[*www.coachingwithLaks.com*](http://www.coachingwithlaks.com)

**Email:**[*coachingwithLaks@gmail.com*](mailto:coachingwithLaks@gmail.com)

**LinkedIn:** [www.linkedin.com/in/varalakshmit](http://www.linkedin.com/in/varalakshmit)