



MANAGING **PRIORITIES AND EMOTIONS**

Facilitated by Dr. Arif Pyarali

Overview

Priority and Emotions Management is a 1-day comprehensive program for managing life priorities and energies in the form of focus and emotions. It's a well-thought out program, catering to the core psychology of human excellence.

IN THIS WORKSHOP YOU WILL:

- Take control of your life, your emotions and your self
- Prioritize for maximum output and greater personal satisfaction
- Eliminate energy suckers and embrace energy boosters
- Create more time and focus
- Overcome indecisiveness
- Optimize work-life balance

WHO MUST ATTEND?

Business executives who want greater control of their time and priorities in life. The program is ideal for professionals who wants to maximize their performance, as well as personal and business success, by increasing emotion management and self-understanding.

Program Outline

- Time Management, Multitasking and other Corporate Myths
- Understanding and calibrating Priorities
- Develop a “ONE” thing focus
- What causes stress?
- Managing conflict between choice and chance
- The secret of focus and profiting from a daily focus list with clarity and purpose
- 12 keys to gaining control over daily distractions
- Capitalizing on technology
- The magic of saying “NO!”
- Controlling Memory and Imagination
- Steps to making meetings productive and getting results after the meeting
- The 80/20 rule and how to leverage on its magic
- Key secrets of dealing with your boss(es), customers and staying in control
- Stop ‘setting goals’ and start ACHIEVING them
- The difference between Urgency and Importance, Activity vs Productivity
- The ABCDE Project Prioritization System™ which works both in office and at home
- Becoming punctual to propel your career and get work done ON TIME
- Balance work, social life and family responsibilities
- How to deal with stress, relax quickly, live healthier and find more energy and true balance in life

PROGRAM INVESTMENT

PKR 15,500/- + sales tax

per participant

(PST Lahore 16% or SST Karachi 13%)

- Register 4 delegates and 5th delegate attends for **FREE**
- The program fee covers program facilitation, course materials, refreshments, lunch and certificate of participation

CONTACT US

For registration and queries regarding “**Managing Priorities & Emotions**” program, contact:

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BRING **MANAGING PRIORITIES & EMOTIONS** IN-HOUSE

Contact **Nabil Kalu** at nabil.k@learningmindsgroup.com or 0345-3340600

COURSE FACILITATOR

DR. ARIF PYRALI

Consultant and Soft-Skills Expert Trainer



Dr. Arif is a restless soul, searching meaning for self and helping others to do so. This precisely landed him at Learning Minds Group as a Consultant and Trainer. He is a Certified Trainer for Business Edge Program by World Bank IFC, that equips him with world-class content & personally trained through Sohail Zindani's Train the Trainer program that gives him brilliant exposure to organizational developmental dynamics

Dr. Arif has an in-born gift of engaging with his audience. His level of engagement is aimed at motivating his audience and helping organizations boost bottom line by equipping employees and managers with the right tools and practical ideas to increase personal productivity. He meticulously prepares for his programs and ensures that he improves on his content by 25% every year.

As a passionate learner, he has authored many articles on personal and professional development issues with his current efforts directed towards his own book. With a 92% satisfaction level from participants and 80% clients rewarding repeat business, Dr. Arif is surely adding concrete business value to his clients.

While assisting LMG's senior consultant on large scale international projects, Arif has also worked directly with clients like UBL, ZONG, HinoPak, Pak cables, Junaid Jamshed, Habib oil mills, PPL, Artistic Milliner, Hilton Pharma, SSGC, Mondelez, Marriott, APL Logistics, UASC, JS Bank, HBL & Siemens Pakistan.

AREAS OF EXPERTISE

- Winning ACT (Attitude. Communication. Teamwork)
- Managing Anger, Stress and Time
- Emotional Intelligence for Workplace Success
- Supervisory Skills
- Superior Customer Service
- Personal Productivity Toolkit

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