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Prakash V. Rao

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Prakash V. Rao : Time Management for New Employees before purchasing it in order to gauge whether or not it would be worth my time, and all praised Time Management for New Employees:

Effective time management directs and focuses raw talent and skill in a way that delivers results. It not only encourages responsibility, but also facilitates creativity, helping you to successfully negotiate every aspect of your role so that you can optimize the value of every action you take at work. Time Management for New Employees will provide you with guidelines, strategies, and instructions to master this skill. You will learn how to set and manage expectations, how to prioritize activities, capitalize on your strengths and delegate effectively, how to meet deadlines, how to avoid interruptions and distractions, and how to manage your schedule without getting overwhelmed. Find out how to align your long term goals with your day to day activities, and learn how to derive maximum value from all your activities, to ensure your time is never wasted. Learn how to successfully plan your time, and find out how to prioritize and delegate tasks in a way that is focused on delivering a quality end result. Make sure you never miss another deadline, master interruptions and disasters, and make effective time management a key component of your

professional development and success. With practical strategies and exercises created to make time management simple, and metrics to help you develop and improve, *Time Management for New Employees* is a valuable resource for anyone that wants to make an impact in their new role.

About the Author Prakash V. Rao Prakash V. Rao is trained in computer engineering and management with master's degrees in both fields. With about 30 years of experience in the corporate world, he has risen from the cubicle trenches through the ranks of management up to director and vice-president for two multi-billion-dollar corporations before starting his management consulting practice. As a consultant, Prakash focuses on the areas of management tactics and productivity, and towards this latter end, he has developed several techniques to improve effectiveness, efficiency, and time management. He is now a recognized expert in the area of time management, having authored a book and several articles, having been interviewed on radio and television, and having conducted over 1000 lectures, workshops, and seminars. Prakash's company, Bank Your Time, provides classroom training, seminars, and workshops in time management and productivity. His courses are also available online as webinars and e-learning content. Prakash's original approach to teaching time management, the Bank Your Time game, has been adopted by over 1000 users. The details of this game are available in his book, *The Bank Your Time Game: Rulebook and Play Guide*, ETA publishing.