

# Effective Time Management



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## Abstract

In this session we will discuss Effective Time Management. You will learn various aspects of effective time management such as goal setting, planning, prioritizing, scheduling, and organizing. You will learn key concepts, best practices, and practical tips to enhance your time management skills.

## Biography

**Dr. Manu Vora** is Chairman and President of Business Excellence, Inc., a global quality management consulting firm. He has **over 40 years** of leadership experience in guiding Fortune 500 companies with Baldrige Performance Excellence assessment in the areas of leadership development, customer satisfaction, employee engagement, and process excellence. Since 1993, he has taught Operations Management courses at various business schools globally. He is connected with over **67 educational institutes** globally.

He is a Past Vice President of ASQ, ASQ Fellow and Certified Quality Engineer. He has B.S. (IIT BHU, 1968), M.S., and Ph.D. in Chemical Engineering (IIT Chicago, 1970 & 1975) and MBA with Marketing Management. He is a sought after speaker on business excellence and quality management topics with **over 500 presentations** world-wide. He has published **over 50 articles** in professional journals.

Dr. Vora is serving on the Board of Examiners for the Asia Pacific Global Performance Excellence Award Program since 2004. He is recognized with numerous awards from ASQ including Distinguished Service Medal, Grant Medal, Hutchens Medal, Ishikawa Medal, and Lancaster Medal. He is a Founder and President of Blind Foundation for India (BFI), and his team has raised **over \$4 million** to support over a million people with free eyesight checkups. For his social service, he has received "2011 Ellis Island Medal of Honor" and "2010 US President's Volunteer Service Award". He received 2012 IIT Chicago Alumni Medal.

***IIT Chicago LES Session 3, November 18, 2015, 2:00 pm - 3:15 pm CST, Herman Hall Alumni Lounge.***