Time Management: Planning & Task Organizing Course

6 – 10 June 2027
Online



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Time Management: Planning & Task Organizing Course

Ref: 1018_289934 **Date:** 6 – 10 June 2027 **Location:** Online **Fees:** 1900 Euro

Introduction:

Time and task management are pivotal for achieving personal effectiveness in your professional and personal life. This Time Management: Planning and Task Organizing course offers a deep dive into effective time management, planning, and organizing tasks and presents strategies that improve your personal effectiveness training.

In the ever-changing 21st-century landscape, planning and time management skills have become essential tools in your professional and personal development toolbox. Do you know where you're headed in your career and personal life? Are you concerned about time slipping away and yet another day, week, month, or year passing without you achieving your objectives?

This Time Management: Planning and Task Organizing training course will provide the tools to assess your current work and life situation. It aims to equip you with effective planning and time management skills, enabling you to manage your time more efficiently within your constraints. The course will also demonstrate organizing and prioritizing your daily tasks for maximum productivity.

Targeted Groups

- All staff members across all levels of the organization
- Individuals aiming to enhance both their professional and personal life
- Employees interested in acquiring critical skills to boost their professional profile

Course Objectives

By the end of this Time Management: Planning and Task Organizing course, participants will:

- Understand the critical importance of time management and its impact on work and well-being in our ever-changing world.
- Identify and manage tasks in alignment with key objectives and find ways to delegate or eliminate less critical activities.
- Evaluate situations that negatively affect performance and apply techniques to mitigate such obstacles.
- Utilize various frameworks for effective planning in time management, including task allocation, priority management, scheduling, and project planning.
- Set, monitor, and assess objectives to measure success in their personal and professional endeavors.
- Conduct an individual strengths and weaknesses analysis and formulate a 12-month personal development action plan to improve time management skills.
- Apply techniques for better self-management amid the challenges of today's fast-paced lifestyle.

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- Collaborate effectively with cross-functional peers or units at appropriate stages of planning and execution.

Targeted Competencies:

At the end of this Time Management: Planning and Task Organizing training, participants competencies will:

- Time management planning.
- Prioritizing tasks.
- Delegating skills.
- Pressure management techniques.
- Personality analysis.

Course Content:

Unit 1: Our Changing World:

- Personal Evaluation.
- What are my objectives?
- How will I accomplish them?
- Changes in work and life scenarios.
- Expected future changes and how to manage them.
- Implications for me and others.
- Achieving a work-life balance.

Unit 2: Why Time Matters and How Your Use of Time Affects Others:

- Evaluating your time management planning.
- Identifying time-wasters and how to eliminate them.
- Time logging methods.
- Understanding procrastination and how to overcome it.
- Observing how others manage time.
- Timeline analysis.
- The impact of your time management on others.

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Unit 3: Work Planning and Project Management:

- Diagnosing work management methods.
- Pressures on planning and time management: time, quality, and cost.
- Steps in the planning process.
- Work progress planning.
- Risk analysis and management.
- Contingency and action plan to improve time management.
- Problem-solving techniques.

Unit 4: Practical Techniques for Managing Time Wasters:

- How to handle paperwork, both natural and digital.
- Managing travel time effectively.
- Running efficient meetings.
- Optimal use of telephonic communication.
- Utilizing your diary as a primary time management tool.
- Interruption management strategies.

Unit 5: Making It All Work:

- Practical work planning.
- Debriefing sessions.
- Testing your time management action plan.
- Strengths and weaknesses analysis.
- Formulating your personal development plan for effective time management training.

Personal Effectiveness Training:

Completing this Time Management: Planning and Task Organizing course will give you the valuable planning and time management skills necessary for personal effectiveness in today's fast-paced world. Participants will engage in hands-on exercises to improve their productivity and personal time management strategies. They will analyze their work habits, learn to create a time management plan, and gain insight into reaching their work and personal goals more effectively. It will discuss why time management is a soft skill and its critical role in enhancing overall job performance and satisfaction.