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Learning Style: Online Instructor-Led

Technology:

Difficulty: Beginner

Course Duration: 1 Day

Time Management



About Course:

In today's fast-paced environment, managing time and maintaining productivity are essential to both personal and professional success. This course is designed to equip participants with key time management, prioritization, organization, workflow optimization, and productivity techniques that lead to measurable results.

Participants will learn how to structure their day effectively, manage competing

priorities, and develop habits that reduce stress and enhance performance. Whether you're overwhelmed by tasks or looking to optimize your workflow, this course provides actionable strategies that can be applied immediately in any setting.

Course Objectives:

- Apply proven time management strategies to improve daily effectiveness
- Use prioritization techniques (like Eisenhower Matrix and ABC method) to manage workload efficiently
- Organize tasks, schedules, and environments to reduce distractions
- Optimize their workflow to minimize bottlenecks and improve focus
- Increase overall productivity by building sustainable routines and avoiding burnout

Audience:

- Professionals looking to improve their daily productivity
- Students juggling coursework, deadlines, and extracurriculars
- Entrepreneurs and freelancers managing their own schedules

Prerequisites:

- There are no specific prerequisites for this course.

Course Outline:

- Introduction to Time Management
- Mastering Prioritization
- Personal and Workspace Organization
- Workflow Optimization

- Boosting Productivity
- Personal Productivity Plan