

# Time Management and Productivity Training Course

UK Traininig

# PARTNER



# Time Management and Productivity Training Course

## Introduction

In the fast-paced world of business, effective time management is crucial for achieving personal and organizational goals. This course on Time Management and Productivity is designed to equip participants with practical tools and strategies to optimize their time, enhance their productivity, and achieve better results. Through proven techniques and real-world applications, participants will learn how to prioritize tasks, eliminate time-wasters, and boost their efficiency both professionally and personally.

## Course Objectives

By the end of this course, participants will be able to:

- Understand the principles of effective time management and its impact on productivity.
- Identify time-wasting activities and develop strategies to overcome them.
- Master the art of setting SMART goals and prioritizing tasks efficiently.
- Apply effective scheduling techniques to maximize daily productivity.
- Utilize productivity tools and technologies to enhance time management.

## Course Outlines

### Day 1: Introduction to Time Management & Goal Setting

- Definition and importance of Time Management.
- Understanding the relationship between Time Management and Productivity.
- Key principles of effective time management.
- Setting SMART Specific, Measurable, Achievable, Relevant, Time-bound goals.
- Identifying personal and professional goals.

### Day 2: Prioritization and Task Management

- Techniques for prioritizing tasks Eisenhower Matrix, ABC Analysis.
- Understanding Urgent vs. Important tasks.
- Delegation skills and their importance in productivity.
- Overcoming procrastination and boosting focus.
- Practical exercises on task prioritization.

### Day 3: Planning and Scheduling Techniques

- Creating effective to-do lists and action plans.
- Mastering calendar management and time blocking.
- Setting daily, weekly, and monthly plans.
- Techniques for effective meeting management.
- Tools for digital scheduling and reminders.

### Day 4: Boosting Productivity and Eliminating Time Wasters

- Identifying time-wasting activities and distractions.

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on it. The board is white and black, and the pieces are gold and silver.

UK Training  
**PARTNER**

- Strategies to minimize interruptions and manage distractions.
- Applying the Pomodoro Technique for focused work sessions.
- Leveraging productivity tools like Trello, Asana, and Notion.
- Building habits for long-term productivity improvement.

## Day 5: Maintaining Work-Life Balance and Continuous Improvement

- Understanding the importance of work-life balance.
- Techniques to avoid burnout and maintain motivation.
- Continuous improvement strategies for time management.
- Adapting to change and managing time under pressure.
- Final project: Developing a personal time management plan.

## Why Attend this Course: Wins & Losses!

- Master the art of time management and improve daily productivity.
- Learn to prioritize tasks effectively to meet deadlines.
- Eliminate time-wasting habits and boost efficiency.
- Achieve a better work-life balance and reduce stress.

## Conclusion

Effective time management is a vital skill for success in both personal and professional life. This course empowers participants with proven techniques and strategies to manage their time wisely, prioritize tasks efficiently, and boost productivity.

By mastering these skills, participants will be able to achieve their goals with less stress and greater efficiency, driving success in their careers and personal lives.



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### Africa



Bangkok  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne  
(Indonesia)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## Blackbird Training Cities

### Asia



Kigali (Rwanda)



Cape Town



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training  
**PARTNER**

