

Time Management and Productivity Training Course

Geneva

4 - 8 August 2025

UK Training

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Time Management and Productivity Training Course

Code: LM28 From: 4 - 8 August 2025 City: Geneva Fees: 4700 Pound

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.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The board is white and black squares. In the background, there are concentric circles.

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- Tools for digital scheduling and reminders.

Day 4: Boosting Productivity and Eliminating Time Wasters

- Identifying time-wasting activities and distractions.
- 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.

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