Time Management and Productivity Training Course

23 – 27 November 2026
Kigali (Rwanda)



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Introduction

In today's fast-paced and competitive business environment, mastering time management skills is not just an advantage—it's a necessity. But what is time management exactly, and why is time management important both personally and professionally?

This comprehensive time management course is designed to empower participants with actionable time management strategies and practical tools that help them make the most of their time, reduce stress, and significantly improve productivity. From setting clear priorities to using the most effective time management techniques, this training offers the roadmap to better performance, focus, and results.

Participants will learn how to manage time effectively, eliminate distractions, and build lasting habits that enhance both personal and professional success. This is more than just a time management training—it's a transformational experience.

Course Objectives

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

- Understand the definition of time management and its impact on performance.
- Identify and eliminate time-wasting activities.
- Learn how to improve time management skills using proven frameworks.
- Master the art of goal setting using SMART criteria.
- Apply time quality management techniques to maximize daily output.
- Utilize digital tools like Trello, Asana, and Notion for optimal task organization.
- Develop a customized personal time management plan for sustained productivity.

Course Outlines

Day 1: Introduction to Time Management and Goal Setting

- Time management definition and its role in success.
- The connection between time management and productivity.
- Principles of effective time management.
- Creating SMART goals Specific, Measurable, Achievable, Relevant, Time-bound.
- Identifying both short-term and long-term personal/professional goals.



Day 2: Prioritization and Task Management

- How to prioritize tasks using tools like the Eisenhower Matrix and ABC Analysis.
- Distinguishing between urgent and important activities.
- Delegation skills and their impact on productivity.
- Overcoming procrastination and enhancing concentration.
- Hands-on exercises for task prioritization.

Day 3: Planning and Scheduling Techniques

- Building effective to-do lists and action plans.
- How to manage time with calendar management and time blocking.
- Daily, weekly, and monthly planning for long-term success.
- Efficient meeting management techniques.
- Exploring digital scheduling and reminder tools.

Day 4: Boosting Productivity and Eliminating Time Wasters

- Identifying major time-wasting behaviors.
- Techniques for minimizing distractions and interruptions.
- Applying the Pomodoro Technique for focused work sessions.
- Leveraging top productivity tools like Asana and Notion.
- Building habits for continuous productivity growth.

Day 5: Work-Life Balance and Continuous Improvement

- The importance of work-life balance in achieving long-term goals.
- Preventing burnout and maintaining long-term motivation.
- Embracing continuous improvement in time management.
- Adapting under pressure and managing time in high-stress situations.
- Final project: Developing a comprehensive personal time management plan.

Why Attend this Course: Wins & Losses!

- Learn how to manage time with precision and confidence.
- Gain control over your day using innovative time management techniques.
- Say goodbye to wasted hours and hello to strategic focus.
- Improve task completion, meet deadlines, and work smarter—not harder.
- Enjoy reduced stress and a healthier work-life balance.
- Become one of the best managers of all time by leading with clarity and efficiency.



Conclusion

Ultimately, time is your most valuable resource. This course doesn’t just teach what time management means—it shows you how to improve your time management using proven, adaptable methods for any career level.

Whether you're looking to boost your individual performance or lead more productive teams, this training equips you with the essential time management methods to make meaningful change. By the end, you’ll walk away with the confidence and tools to manage your time with excellence and turn productivity into a daily habit.

