BLACKBIRD FOR TRAINING

Time Management & Prioritization

22 – 26 March 2027
Accra (Ghana)



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Introduction

The Time Management & Prioritization course is a practical professional development program designed to help participants manage time effectively, prioritize tasks under pressure, and improve productivity in operational and project-based environments.

In today's fast-paced workplaces, professionals often deal with competing priorities, urgent requests, multiple stakeholders, deadlines, meetings, and unexpected changes. Without a clear time management system, daily work can become reactive, stressful, and difficult to control. This course provides structured methods to organize workloads, reduce time-wasting activities, improve decision-making, and deliver results consistently.

The program combines time management principles, prioritization frameworks, productivity models, planning techniques, task tracking systems, delegation principles, stress management, and continuous improvement practices. Through applied exercises, simulations, real-case scenarios, and a final personal action plan, participants will learn how to turn productivity concepts into daily habits that support efficiency, accountability, and sustainable performance.

Course Objectives

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

- Understand the core principles of effective time management and prioritization.
- Identify personal time management gaps and common productivity barriers.
- Reduce time-wasting activities and operational inefficiencies.
- Apply structured prioritization techniques such as the Eisenhower Matrix and ABCDE prioritization.
- Distinguish between urgent tasks, important tasks, and low-value activities.
- Plan daily, weekly, monthly, and project-based workloads effectively.
- Use SMART goals to align tasks with objectives and expected outcomes.
- Improve decision-making under time pressure and uncertainty.
- Manage competing priorities across multiple stakeholders.
- Use time blocking, calendar discipline, and task batching to improve focus.
- Apply productivity tools, Kanban boards, and task tracking systems.
- Improve delegation, workload distribution, and accountability.
- Manage interruptions, meetings, and communication overload.
- Monitor productivity metrics and improve performance over time.
- Build sustainable work habits that reduce stress and prevent burnout.



Course Outlines

Day 1: Foundations of Time Management

- Understanding time as a limited resource in professional environments.
- Exploring the relationship between time management, productivity, and work quality.
- Identifying common causes of poor time management and productivity loss.
- Recognizing time-wasting activities, repeated interruptions, and inefficient work habits.
- Introduction to time management principles and productivity models.
- Self-assessment: identifying personal time management gaps.
- Setting SMART goals and linking daily tasks with wider objectives.
- Differentiating between planned work, reactive work, and unnecessary activity.
- Practical exercise on analyzing a current workday and identifying improvement areas.
- Reflection and review: building awareness of how time is currently used.

Day 2: Prioritization Frameworks and Decision-Making

- Understanding the difference between urgency and importance.
- Applying the Eisenhower Matrix to classify tasks and responsibilities.
- Using the ABCDE prioritization technique for task ranking.
- Managing competing priorities in operational and project-based environments.
- Evaluating tasks based on impact, deadlines, risk, stakeholder expectations, and required effort.
- Improving decision-making under pressure and uncertainty.
- Handling situations where several stakeholders require attention at the same time.
- Avoiding common prioritization mistakes such as reacting only to urgent requests.
- Practical exercise: prioritizing real-world workload scenarios.
- Reflection and review: turning prioritization into a daily decision habit.

Day 3: Planning and Scheduling Techniques

- Building effective daily, weekly, and monthly planning structures.
- Translating priorities into clear action steps and timelines.
- Applying time blocking and calendar discipline techniques.
- Using task batching to reduce context switching and improve concentration.
- Setting realistic deadlines based on workload, complexity, and available capacity.
- Forecasting workload to avoid last-minute pressure and repeated delays.
- Organizing project-based workloads through milestones, tasks, and follow-up actions.
- Building flexibility into schedules without losing control.
- Practical workshop: building a structured work plan.
- Reflection and review: improving planning quality and schedule reliability.



Day 4: Productivity Tools and Efficiency Optimization

- Introduction to productivity tools, including digital and manual systems.
- Using task tracking systems to manage deadlines, pending items, and progress.
- Applying Kanban boards, to-do systems, and action logs in daily work.
- Understanding delegation principles and workload distribution.
- Identifying which tasks should be completed, delegated, delayed, or removed.
- Managing interruptions, meetings, and communication overload.
- Improving meeting discipline through clearer agendas, outcomes, and follow-up.
- Reducing inefficiencies caused by poor coordination or unclear ownership.
- Case study: improving efficiency in operational environments.
- Reflection and review: selecting the right tools for better execution.

Day 5: Performance Management and Sustaining Productivity

- Monitoring performance through productivity metrics and work completion indicators.
- Tracking progress against deadlines, priorities, and expected outcomes.
- Reviewing work habits to identify patterns of delay, overload, or repeated rework.
- Managing stress and avoiding burnout in high-pressure roles.
- Building sustainable work habits and discipline systems.
- Applying continuous improvement in time management practices.
- Using lessons learned to improve future planning and prioritization.
- Strengthening personal accountability for commitments and deliverables.
- Final assessment and personal action plan development.
- Reflection and review: sustaining productivity beyond the course.

Why Attend This Course: Wins & Losses!

- Improve time management in fast-paced workplaces.
- Strengthen prioritization under pressure.
- Reduce stress caused by unclear tasks and competing deadlines.
- Improve daily, weekly, monthly, and project-based planning.
- Increase personal productivity and accountability.
- Apply practical tools such as the Eisenhower Matrix, ABCDE prioritization, time blocking, and Kanban boards.
- Improve decision-making when time, resources, or information is limited.
- Reduce time-wasting activities and repeated inefficiencies.
- Manage meetings, interruptions, and communication overload more effectively.
- Build stronger workload forecasting and deadline management habits.
- Improve task tracking and follow-up discipline.
- Sustain productivity through continuous improvement and better work routines.



Conclusion

The Time Management & Prioritization course provides a practical framework for improving productivity, organizing workload, and managing competing priorities in operational and project-based environments.

The course begins with the foundations of time management and personal productivity, then moves into prioritization frameworks such as the Eisenhower Matrix and ABCDE prioritization. It then focuses on planning and scheduling techniques, including time blocking, task batching, calendar discipline, and workload forecasting. The program also covers productivity tools, Kanban boards, to-do systems, delegation principles, meeting control, communication overload, and efficiency optimization.

The final stage of the course focuses on performance management, stress management, sustainable work habits, continuous improvement, and personal action planning. This ensures that participants leave with practical methods they can apply immediately in their daily roles.

By the end of the course, participants will be better prepared to manage time effectively, prioritize work under pressure, reduce inefficiencies, improve accountability, and deliver results consistently in demanding workplace environments.

