Time Management

The way to be more productive is to spend more time working on a project, rather than on things that don't contribute to the output. This course will ensure that delegates understand the principles of time management and find ways to use their time more effectively.

Module 1 : Introduction to Time Management

- Define time management and its benefits
- Discuss common time wasters and causes of procrastination
- Establish goals for improving time management skills

Module 2 Prioritizing Important Tasks

- Explain urgent vs important matrix
- Discuss Eisenhower Matrix and other prioritization methods
- Activity: Have students prioritize a list of tasks using different methods
- Tips for identifying most important tasks and avoiding distraction

Module 3 Setting Effective Goals

- Learn how to set SMART goals that align with priorities
- Break down large goals into manageable action steps
- Use productivity tools to organize goals and track progress

Module 4 Managing Your Energy

- Discuss managing mental and physical energy to maximize productivity
- Take breaks strategically to recharge
- Incorporate healthy habits into your workflow

Module 5 Overcoming Procrastination

- Identify reasons for procrastination and solutions for overcoming it
- Use the Pomodoro technique to manage time during tasks
- Learn strategies to avoid distractions and stay focused

Module 6 Organizing Your Workday

- Use calendars and to-do lists to plan and schedule tasks
- Manage email efficiently to avoid wasting time
- Schedule time for deep work and uninterrupted tasks

Module & Wrap up and Next Steps

- Review key time management takeaways
- Set goals for improving productivity going forward
- Share strategies and best practices