



9073



In-Class



16 hours

Course Description:

This course provides a comprehensive approach to mastering time management, offering proven strategies and contemporary tools to enhance productivity and optimize efficiency. Participants will explore key techniques for effective self-management, work environment optimization, and relationship management. Additionally, the course delves into emerging trends, such as AI-driven solutions, deep work methodologies, and results-oriented approaches, ensuring that participants stay at the forefront of time management best practices. Upon completion, learners will have developed a tailored time management framework designed to elevate both personal and professional performance.

Target Audience:

- Professionals looking to enhance productivity and efficiency
- Managers and team leaders aiming to optimize their time and team performance
- Individuals striving for better work-life balance and reduced stress
- Remote workers looking to manage their time effectively in a flexible environment
- Anyone interested in adopting modern time management tools and strategies for personal and professional growth

Course Objectives:

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

- Understand key time management concepts and techniques to improve personal and professional productivity.
- Analyze time management trends, such as AI tools, deep work, and results-oriented practices, and determine how they can be integrated into your routine.
- Apply time management strategies, including goal setting, prioritization, and scheduling, to optimize daily tasks and workflows.
- Create a personalized time management framework tailored to your unique needs and goals.

Course Outline:

Module 1: Managing Yourself

- Setting goals
- Making your goals SMART
- Planning and scheduling
- Evaluate priorities
- Analyze your Time Map
- What is procrastination?

Module 2: Managing Your Work Environment

- Identify time bandits
- Dealing with e-mail
- Manage meetings effectively
- Filing and finding
- Dealing with paperwork

Module 3: Managing Your Relationships

- Learn to delegate
- Learn to say "NO"
- Manage stress effectively

Module 4: Time Management Trends

- Digital Tools & AI Assistance
- Focus on Deep Work and Time Blocking
- Work-Life Integration vs. Work-Life Balance
- Time Tracking for Productivity
- The Rise of the 4-Day Workweek
- Mindfulness and Time Management
- Energy Management Over Time Management
- Personalized Time Management Strategies
- Gamification of Time Management
- Hybrid Work Environments and Flexibility
- Results-Oriented Time Management

The Power of Prioritization

Skills for Success



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Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:

1.3 CEUs

Course Language:

English

Prerequisites:

N/A