



Course : Effective Time Task and Work Planning

City :	Doha	Hotel :	The Ritz-Carlton, Doha
Start Date :	2025-10-26	End Date :	2025-10-30
Duration :	1 Week	Price :	3950 \$



Course Overview

Increasing effectiveness and efficiency at work enhances self-confidence and motivates participants to achieve both professional and personal success. This course provides an opportunity to clearly define short-term and long-term goals, assess current performance, and develop a strategic plan to achieve aspirations.

The course focuses on essential concepts of time management, task prioritization, and practical work planning, enabling participants to manage themselves and their teams efficiently within time constraints, improve organizational and communication skills, and achieve desired results.

Course Objectives

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

- Organize their workday, workflow, and office systems for maximum efficiency.
- Achieve job success and satisfaction by setting and accomplishing short- and long-term goals aligned with personal and organizational objectives.
- Apply big-picture thinking, short- and long-term planning, prioritization, and task scheduling.
- Master self-management and work-life balance, enhance self-awareness, and strengthen self-discipline.
- Collaborate effectively to achieve results through teamwork, delegation, and productive meetings.
- Identify and overcome common time management mistakes and obstacles.

Target Audience

Line and functional managers, team leaders, and supervisors across all types of organizations.

Mid to senior-level professionals seeking to improve efficiency and effectiveness in time and work management.

Professionals aiming to enhance productivity, organization, and collaborative work skills.

Methodology



The course combines interactive lectures, practical exercises, case studies, and group discussions to ensure participants apply concepts directly to their daily work and professional challenges.

Course Outline

Day 1: Organizing Time, Tasks, and Work Systems

- Assess productivity and identify improvement areas
- Effective use of activity logs, to-do lists, and action plans
- Managing workflow, emails, files, and office systems
- Prioritizing using the urgent/important matrix
- Leveraging effort for greater results

Day 2: Planning, Prioritizing, and Delegation

- Introduction to mind mapping and practical applications
- Using Gantt charts for project sequencing
- Effective scheduling and planning
- Goal setting and meeting multiple deadlines
- Improving delegation skills

Day 3: Overcoming Challenges in Time and Work Planning

- Managing interruptions and minimizing distractions
- Dealing with late, disorganized, or difficult colleagues
- Handling conflicting priorities and last-minute changes
- Understanding and overcoming procrastination
- Running productive team meetings and decision-making

Day 4: Achieving Results through Collaboration

- Leading and improving team effectiveness
- Developing essential communication skills
- Applying emotional intelligence for better relationships
- Conducting clear and concise conversations
- Listening actively and providing constructive feedback

Day 5: Successful Self-Management



- Energizing and motivating yourself
- Managing stress and achieving work-life balance
- Improving concentration and focus
- Increasing self-discipline and breaking negative habits
- Adopting effective habits of high-performing time and task managers

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.