



course : Time Management: Planning & Task Organizing

City :	Dubai	Hotel :	Atlantis The Palm
Start Date :	2025-12-22	End Date :	2025-12-26
Duration :	1 Week	Price :	3950 \$



Course Overview

effectiveness. This Time Management: Planning and Task Organizing course provides a comprehensive exploration of effective time management, planning, and task organization, offering practical strategies to improve overall personal productivity.

In today's fast-paced environment, strong planning and time management skills are vital for career and personal growth. Are you clear about your professional and personal goals? Do you feel that time is slipping away without achieving your objectives?

This course equips participants with the tools to assess their current work and life situation, develop effective planning strategies, manage time efficiently, and prioritize daily tasks to maximize productivity.

Course Objectives

By the end of this Time Management: Planning and Task Organizing course, participants will:

Understand the critical importance of time management and its impact on work and well-being in our ever-changing world.

Identify and manage tasks in alignment with key objectives and find ways to delegate or eliminate less critical activities.

Evaluate situations that negatively affect performance and apply techniques to mitigate such obstacles.

Utilize various frameworks for effective planning in time management, including task allocation, priority management, scheduling, and project planning.

Set, monitor, and assess objectives to measure success in their personal and professional endeavors.

Conduct an individual strengths and weaknesses analysis and formulate a 12-month personal development action plan to improve time management skills.

Apply techniques for better self-management amid the challenges of today's fast-paced lifestyle.

Collaborate effectively with cross-functional peers or units at appropriate stages of planning and execution.

Target Audience

All staff members across all levels of the organization

Individuals aiming to enhance both their professional and personal life

Employees interested in acquiring critical skills to boost their professional profile

Methodology

This course uses a highly interactive and practical approach to learning. Participants engage in presentations, group discussions, case studies, role-plays, and hands-on exercises to apply time management, planning, and task-organizing techniques. The methodology emphasizes experiential learning, reflection, and peer collaboration, enabling participants to develop practical strategies that can be immediately applied in their professional and personal lives to maximize productivity and effectiveness.

Course Outline

Day 1: Understanding Your Changing World

- Personal evaluation and self-assessment
- Setting clear objectives and strategies to achieve them
- Adapting to changes in work and life scenarios
- Anticipating future changes and managing their impact
- Understanding implications for yourself and others
- Achieving a sustainable work-life balance

Day 2: Why Time Matters and Its Impact on Others

- Evaluating your current time management practices
- Identifying time-wasters and eliminating inefficiencies
- Time logging and tracking techniques
- Understanding procrastination and methods to overcome it
- Observing and learning from others' time management approaches
- Timeline and schedule analysis
- Assessing how your time management affects colleagues and teams

Day 3: Work Planning and Project Management

- Diagnosing current work management methods
- Managing planning pressures: time, quality, and cost
- Steps in effective planning and project management
- Work progress planning techniques
- Risk analysis and management
- Developing contingency and action plans
- Problem-solving techniques for time and task challenges

Day 4: Practical Techniques for Managing Time Wasters

- Handling paperwork efficiently (physical and digital)
- Managing travel and transit time effectively



Conducting productive meetings
Optimizing telephonic and digital communication
Utilizing diaries and planners as primary time management tools
Strategies to manage interruptions and distractions
Day 5: Implementing and Sustaining Effective Time Management
Applying practical work planning exercises
Debriefing and reflection sessions
Testing and refining personal time management action plans
Analyzing strengths and areas for improvement
Developing a personal development plan for sustained productivity

Certificates

Upon successful completion of this training program, participants will be formally awarded a HighPoint Certificate, recognizing their demonstrated knowledge and competencies in the subject matter. This certificate serves as an official testament to their proficiency and commitment to professional development