informatech



INTERPERSONAL SKILLS AND SELF DEVELOPMENT | COURSE

Time Management Essentials

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Course content

Why Attend

Embark on a transformative journey with our Time Management Essentials workshop, where participants will unlock the secrets to efficiency. Time management is the systematic process of planning, organizing, prioritizing, and controlling activities and tasks within a specific duration to optimize productivity efficiency and achieve personal or professional goals. This workshop goes beyond traditional time management, offering practical insights and tools to enhance productivity, reduce stress, and create a more fulfilling life. Through engaging activities and interactive sessions, participants will learn to navigate the complexities of modern life with grace and purpose.

The workshop employs a dynamic blend of interactive sessions, self-assessments, and real-world applications. Participants will experience hands-on exercises to reinforce key concepts, and facilitators will guide discussions and provide personalized feedback to ensure adequate skill transfer.

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

• Explain how time is a finite resource and its impact on personal and professional success

• Apply practical skills in prioritization, time blocking, and goal-setting

• Make better decisions in high-pressure situations to demonstrate resilience and flexibility in a fast-paced environment

This workshop is designed for individuals seeking to enhance their time management skills at any career stage. It is ideal for those navigating the challenges of balancing work, personal commitments, and self-development. Whether you're a seasoned professional or an aspiring trainee, this workshop provides practical tools for mastering time.

• Effective prioritizing

• Professional and personal scheduling

• Productivity enhancement

• Resilience and flexibility

• Self-reflection for continuous Improvement

Course outline



Course content

Course outline

Managing Time and Enhancing Productivity

- Productivity and the 1% principle
- Global Practices for Managing Self and Time
- Pomodoro Technique
- Eisenhower Matrix
- ABCDE Method
- The 3-3-3 Method
- Additional methodologies

Scheduling: From Yearly to Daily

- The importance of a yearly perspective
- Blocking time for errands and tasks
- Translating errands and tasks to a daily to do list
- Scheduling for the unforeseen [MN1]

Stress Resilience and Wellbeing through Time Management

- Symptoms and causes of stress and work pressures
- Strategies and methods of adaptation
- Exercise and diet
- Support Network, Attitudes, and Expectations
- Emotional control and emotional intelligence



Seminar dates

Available seminar dates

Live dates and pricing for Time Management Essentials generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	London - U.K	Classroom	**€3,360.-**
14 - 18 December 2026	Istanbul - Turkey	Classroom	**€2,280.-**
18 - 22 January 2027	London - U.K	Classroom	**€3,360.-**
15 - 19 February 2027	Munich - Germany	Classroom	**€3,400.-**
15 - 19 March 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
19 - 23 April 2027	Munich - Germany	Classroom	**€3,400.-**
17 - 21 May 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
21 - 25 June 2027	London - U.K	Classroom	**€3,360.-**
19 - 23 July 2027	Istanbul - Turkey	Classroom	**€2,280.-**
16 - 20 August 2027	London - U.K	Classroom	**€3,360.-**
20 - 24 September 2027	Munich - Germany	Classroom	**€3,400.-**
18 - 22 October 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
15 - 19 November 2027	Munich - Germany	Classroom	**€3,400.-**
20 - 24 December 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**

Live online option	Online delivery is available at €1,850.-.