

TIME MANAGEMENT

COURSE OUTLINE

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 **Capital**
TRAINING

Time Management

Overview

This three-hour workshop provides practical strategies to help participants take control of their time, manage priorities, and work more efficiently. Delegates explore how habits, mindset, and working patterns influence productivity, and learn techniques to plan proactively, reduce distractions, and stay focused on high-value tasks. The session blends proven time-management models with real-world application to help participants work smarter, not harder.

Duration

3 Hours

Target Audience

Professionals who need to manage competing priorities, handle high workloads, and improve personal productivity. Suitable for individuals seeking practical tools to plan effectively, stay focused, and make better use of their time in a demanding work environment.

Learning Outcomes

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

- Identify personal time management challenges and productivity blockers.
- Prioritise tasks using structured methods.
- Plan workloads more effectively to reduce stress and last minute pressure.
- Use practical tools to stay focused and manage distractions.
- Apply strategies to balance reactive and proactive work.
- Improve personal organisation and follow through.
- Build habits that support long term productivity.

Course Content

Session 1 – Understanding Time Management in a Modern Workplace

- Why time management matters in fast-paced environments
- The difference between being busy and being productive
- Identifying personal habits that help or hinder effectiveness
- The impact of multitasking, interruptions, and context switching

Session 2 - Identifying Priorities and High-Value Work

- Distinguishing urgent from important tasks
- Using prioritisation models to focus on what matters
- Understanding the cost of reactive working
- Techniques for protecting time for strategic or high-impact work

Session 3 - Planning and Structuring Your Day

- Creating realistic plans that match energy levels and workload
- Breaking down tasks into manageable steps
- Using daily and weekly planning routines
- Managing deadlines and avoiding last-minute pressure

Session 4 – Managing Distractions and Staying Focused

- Common workplace distractions and how to reduce them
- Techniques for maintaining concentration
- Strategies for managing digital interruptions
- Setting boundaries with colleagues and stakeholders

Session 5 – Tools and Techniques for Working Smarter

- Simple frameworks for organising tasks
- Approaches to batching, sequencing, and scheduling work
- Using checklists, prompts, and reminders effectively
- Streamlining repetitive tasks and reducing wasted effort

Session 6 – Building Sustainable Productivity Habits

- Understanding how habits form
- Replacing unhelpful routines with productive ones
- Maintaining momentum and avoiding burnout
- Personal action planning for continued improvement