

TIME MANAGEMENT AND ORGANISATIONAL SKILLS



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TRAINING CENTER



Introduction

Disorganized work costs time twice: once when a task is delayed, and again when it must be found, redone, or explained. Strong organizational habits remove that cost quietly and permanently. This Time Management and Organisational Skills Training Course gives participants a complete system for planning their time and structuring their workspace, files, and information. Furthermore, it covers prioritization frameworks, digital filing structures, workflow design, and meeting and correspondence control that fit busy administrative roles. Participants also learn to manage interruptions, delegate, and sustain order under pressure. As a result, they leave able to work faster, locate anything instantly, and deliver consistently.

Time Management and Organisational Skills Course Objectives

- Analyze current time use with time-log tracking and workload audits.
- Prioritize work using the Eisenhower Matrix and the Pareto principle.
- Plan daily and weekly tasks with time blocking and the ABCDE method.
- Organize physical workspaces using 5S principles.
- Build digital filing structures with consistent naming conventions.
- Apply document control practices for versioning and retrieval.
- Manage email, correspondence, and inbox routines efficiently.
- Design workflows that reduce handoffs, delay, and duplication.
- Manage meetings with agendas, minutes, and action tracking.
- Delegate and protect focus using the Pomodoro technique.

Course Methodology

- Interactive workshops built around participants' real working systems.

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- Time-log and workload analysis using live data.
- Guided practice in workspace, filing, and workflow organization.
- Case studies from administrative and office-support environments.
- Self-assessment of organizational habits and time patterns.
- Action planning that links each tool to the participant's daily tasks.

Who Should Take This Course

- Administrative professionals, secretaries, and executive assistants.
- Office managers and support staff handling documents and records.
- Project coordinators tracking tasks, files, and deadlines.
- Team leaders organizing workflows across departments.
- Employees struggling with clutter, delays, or lost information.
- Anyone responsible for correspondence, records, or scheduling.

Time Management and Organisational Skills Course Outlines

Day 1: Assessing Time and Work Habits

- Tracking current time use with a detailed log.
- Identifying time wasters and low-value activities.
- Reviewing the cost of clutter, searching, and rework.
- Mapping personal energy peaks and productive hours.
- Recognizing procrastination triggers and delays.
- Setting personal productivity and organization goals.
- Completing a personal time and organization baseline.





Day 2: Prioritization and Planning

- Applying the Eisenhower Matrix to daily tasks.
- Using the Pareto principle to focus on high-impact work.
- Ranking tasks with the ABCDE prioritization method.
- Setting SMART goals with clear deadlines.
- Building daily and weekly plans with time blocking.
- Using checklists and task-capture systems.
- Planning buffers for unexpected requests.

Day 3: Physical and Digital Organization

- Applying 5S principles to organize workspaces.
- Designing desk layouts for speed and comfort.
- Building folder structures with naming conventions.
- Applying document control for versions and retention.
- Organizing digital files, cloud storage, and backups.
- Managing paper records and archive systems.
- Creating a personal filing standard.

Day 4: Workflow, Correspondence, and Meetings

- Mapping workflows to remove delay and duplication.
- Managing email with folders, filters, and inbox routines.
- Handling correspondence with clear response standards.
- Preparing meetings with agendas and clear objectives.
- Writing minutes and tracking actions to closure.

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- Reducing interruptions and drop-in requests politely.
- Practicing workflow and meeting organization.

Day 5: Focus, Delegation, and Sustaining Order

- Protecting focus with the Pomodoro technique.
- Scheduling deep-work periods for demanding tasks.
- Delegating with clear briefs and follow-up points.
- Setting boundaries around availability and requests.
- Running weekly reviews to reset systems.
- Recovering quickly when order breaks down.
- Preparing a 90-day organization action plan.

Conclusion

By successfully completing Time Management and Organisational Skills, participants will gain the knowledge to plan their work around real priorities and to build organized systems for files, correspondence, and workflows. They will acquire skills in time analysis, prioritization, workspace and digital organization, and workflow management that make daily administrative work faster and calmer. Gentex Training Center builds this course around participants' own working systems, so learners return ready to work with order, speed, and consistency.

FAQs





Q1 What is the "Time Management and Organisational Skills" course about?

It combines personal time planning with practical office organization. The course covers time tracking, prioritization frameworks, planning with time blocking, 5S workspace organization, digital filing structures, document control, email and correspondence routines, and workflow and meeting management.

Q2 What are the key benefits of the "Time Management and Organisational Skills" course?

Participants finish more work with less stress, find documents and information instantly, and reduce time lost to searching and rework. They also handle correspondence and meetings more efficiently, meet deadlines more reliably, and keep their systems organized even during busy periods.

Q3 What skills will I gain from the "Time Management and Organisational Skills" course?

You will gain time analysis and prioritization, planning and scheduling control, physical and digital organization, and workflow and correspondence management. These four skills work together to keep both your schedule and your working environment under control.



Q4 What tools, methods, or standards are covered in the "Time Management and Organisational Skills" course?

The course covers time logs, the Eisenhower Matrix, the Pareto principle, the ABCDE prioritization method, SMART goals, time blocking, 5S workplace organization, naming conventions and folder structures, document control and versioning practices, inbox management routines, meeting agendas and minutes formats, and the Pomodoro technique.

Q5 How is the "Time Management and Organisational Skills" course applied in real-world practice?

Participants audit their own week, restructure their desk and digital folders, and build planning and filing systems they use daily. They also apply workflow and email routines at work, track meeting actions to closure, and review progress against a personal action plan.