

TIME MANAGEMENT & PRIORITIZATION



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TRAINING CENTER



Introduction

Most professionals do not lack time; they lack a system for deciding what deserves it. Without clear priorities, urgent requests crowd out the work that actually moves results. This Time Management & Prioritization Training Course gives participants a practical framework for planning, ranking, and protecting their working hours. Furthermore, it covers goal setting, workload analysis, focus techniques, and delegation habits that hold up under real deadlines. Participants also learn to manage interruptions, meetings, and digital noise without losing momentum. As a result, they leave able to complete high-value work consistently and finish each week with fewer loose ends.

Time Management & Prioritization Course Objectives

- Analyze current time use with detailed time-log tracking.
- Distinguish urgent tasks from genuinely important work.
- Prioritize using the Eisenhower Matrix and the Pareto principle.
- Rank daily tasks with the ABCDE prioritization method.
- Set clear goals using SMART criteria and defined outcomes.
- Plan daily and weekly work using time blocking.
- Protect focus with the Pomodoro technique and deep-work blocks.
- Manage interruptions, emails, and meeting overload.
- Delegate and negotiate deadlines with clear boundaries.
- Build review routines that keep priorities accurate over time.

Course Methodology

- Interactive workshops built around participants' real schedules.
- Time-log analysis and workload audits using live data.
- Guided practice of planning, focus, and prioritization tools.

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- Case studies showing productivity gains and common pitfalls.
- Self-assessment of time habits and priority-setting patterns.
- Action planning that links each tool to the participant's own week.

Who Should Take This Course

- Professionals managing heavy workloads and competing deadlines.
- Administrative and support staff handling constant requests.
- Project coordinators tracking multiple tasks and owners.
- Team leaders balancing personal and team priorities.
- Employees struggling with overload, delay, or scattered focus.
- Anyone wanting a reliable system for planning their working week.

Time Management & Prioritization Course Outlines

Day 1: Understanding How You Spend Time

- Tracking current time use with a detailed log.
- Identifying time wasters and low-value activities.
- Reviewing the true cost of multitasking and context switching.
- Mapping personal energy peaks and productive hours.
- Recognizing procrastination patterns and their triggers.
- Setting personal productivity goals.
- Completing a personal time-use baseline.

Day 2: Prioritization Frameworks

- Applying the Eisenhower Matrix to sort tasks.



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- Using the Pareto principle to identify high-impact work.
- Ranking daily tasks with the ABCDE method.
- Separating deadlines from genuine priorities.
- Handling requests from managers and stakeholders.
- Reassessing priorities when plans change.
- Practicing prioritization on real task lists.

Day 3: Planning and Goal Setting

- Setting SMART goals with measurable outcomes.
- Breaking goals into weekly and daily actions.
- Building schedules with time blocking.
- Planning realistic buffers for unplanned work.
- Using weekly reviews to reset priorities.
- Managing to-do lists and task-capture systems.
- Creating a personal planning template.

Day 4: Focus, Interruptions, and Delegation

- Protecting concentration with the Pomodoro technique.
- Scheduling deep-work blocks for demanding tasks.
- Managing email, chat, and notification overload.
- Handling interruptions and drop-in requests politely.
- Saying no professionally and renegotiating deadlines.
- Delegating tasks with clear expectations.
- Running shorter, more effective meetings.





Day 5: Review, Discipline, and Sustainable Habits

- Running weekly and monthly reviews.
- Measuring progress against priority goals.
- Building habit loops that survive busy periods.
- Recovering quickly after disrupted plans.
- Balancing workload with recovery and rest.
- Creating accountability for new routines.
- Preparing a 90-day time management action plan.

Conclusion

By successfully completing Time Management & Prioritization, participants will gain the knowledge to plan their week around real priorities, protect their attention from constant interruption, and finish work that genuinely matters. They will acquire skills in time analysis, prioritization frameworks, focus management, and planning routines that fit everyday professional life. Gentex Training Center builds this course around participants' own schedules, so learners return ready to work with greater control and consistency.

FAQs

Q1 What is the "Time Management & Prioritization" course about?

It teaches a practical system for deciding what deserves your time and protecting it. The course covers time tracking, prioritization frameworks, goal setting, planning with time blocking, focus techniques, interruption management, delegation, and review routines for the working week.



Q2 What are the key benefits of the "Time Management & Prioritization" course?

Participants complete more high-value work, miss fewer deadlines, and feel less overloaded. They also handle interruptions and requests more confidently, plan weeks that stay realistic, and reduce the stress that comes from unclear priorities. These gains improve delivery reliability and personal wellbeing.

Q3 What skills will I gain from the "Time Management & Prioritization" course?

You will gain time analysis and workload assessment, prioritization with proven frameworks, planning and goal setting, and focus protection and interruption management. These four skills work together to keep your schedule aligned with what matters most.

Q4 What tools, methods, or standards are covered in the "Time Management & Prioritization" course?

The course covers time logs, the Eisenhower Matrix, the Pareto principle, the ABCDE prioritization method, SMART goal-setting, time blocking, weekly review templates, the Pomodoro technique, deep-work scheduling, task-capture systems, and delegation briefs.

Q5 How is the "Time Management & Prioritization" course applied in real-world practice?

Participants track their own week, rebuild their schedule with time blocking, and apply prioritization frameworks to real task lists. They then test focus techniques on demanding work, practice saying no and delegating, and review results through a personal action plan.