



## course : Time Management: Planning & Task Organizing

**City :** Kuala Lumpur  
**Start Date :** 2025-12-01  
**Period :** 1 Week

**Hotel :** Kuala Lumpur  
**End Date :** 2025-12-05  
**Price :** 3950 \$

HighPoint Training and Management Consultancy  
هاي بوينت للتدريب والاستشارات الإدارية

info@highpointtc.com ✉  
www.Highpointtc.com 🌐  
UAE - Dubai 📍  
+971 50 360 6133 📞

## 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

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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**

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.