

EFFECTIVE TIME & PERSONAL EFFECTIVENESS MANAGEMENT

“Mastering Focus, Productivity, and Goal Achievement in a Demanding Work Environment”

Schedule

Date	Venue	Fees (Face-to-Face)
04 – 05 Mar 2026	Doha, Qatar	USD 1995 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

In today’s fast-paced and distraction-filled environment, professionals are constantly challenged to meet tight deadlines, manage competing priorities, and maintain a healthy work-life balance. Mastery of time and personal effectiveness is critical for success in any role, especially for those in leadership, coordination, or multitasking environments.

This 2-day interactive course provides practical tools and techniques to manage time, increase productivity, and improve personal organization. Participants will learn how to prioritize tasks, set clear goals, manage stress, and build habits that enhance focus and long-term effectiveness.

Objectives

- By the end of this course, participants will be able to:
- Identify and eliminate time wasters and productivity blockers
 - Apply prioritization tools such as Eisenhower Matrix and ABC analysis
 - Plan, schedule, and delegate tasks more effectively
 - Manage stress and interruptions with proven techniques
 - Build habits that support personal effectiveness and goal achievement

Why Attend

- To regain control of your time and reduce daily stress
- To improve your ability to meet deadlines and manage multiple tasks
- To increase efficiency through planning and proactive behaviors
- To develop mental focus and eliminate distractions
- To strengthen decision-making and time-related discipline

Target Audience

This program is designed for:

- Professionals seeking better time and task control
- Managers and team leaders balancing multiple responsibilities
- Administrators and coordinators with tight schedules
- Anyone who wants to enhance productivity and work-life balance

Individual Benefits

Key competencies that will be developed include:

- Time management and personal organization
- Task prioritization and execution
- Goal setting and planning
- Emotional discipline and stress management
- Communication for delegation and boundary setting

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased productivity and task completion rates
- Reduced delays, rework, and missed deadlines
- Better use of working hours and resources
- Stronger alignment of daily actions with organizational priorities
- A culture of self-leadership and time accountability

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Productivity models, time behavior principles, and performance frameworks
- Case Studies – Common time traps and personal effectiveness challenges
- Workshops – Prioritization matrix building, habit tracking, and scheduling plans
- Peer Exchange – Group activities on interruptions, procrastination, and time sharing
- Tools – Templates for time logs, weekly planners, goal trackers, and decision matrices

Course Outline

Detailed 2-Day Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

- Day 1: Core Principles of Time and Personal Effectiveness**
- Module 1: Time Management Awareness (07:30 - 09:30) • Understanding time as a finite resource • The cost of lost time and poor planning • Time audit: where does your day go?
 - Module 2: Prioritization Techniques (09:45 - 11:15) • Eisenhower Matrix: urgent vs. important • ABC task classification and goal alignment • Creating a daily priority planner
 - Module 3: Planning, Scheduling, and Execution (11:30 - 01:00) • Weekly and daily planning habits • Blocking time, batching tasks, and managing energy • Creating flexible but structured routines
 - Module 4: Interactive Workshop - Time Planning Tools (02:00 - 03:30) • Build your customized weekly planner and task map
- Day 2: Overcoming Time Traps and Boosting Personal Effectiveness**
- Module 1: Managing Interruptions and Distractions (07:30 - 09:30) • Email, phone, and meeting overload • Setting boundaries with colleagues and managers • Focus and attention training
 - Module 2: Procrastination and Stress Management (09:45 - 11:15) • Understanding root causes of delay • Quick-decision frameworks and micro-actions • Managing stress through mindfulness and resets
 - Module 3: Building Habits for Long-Term Effectiveness (11:30 - 01:00) • Goal setting using SMART and WOOP frameworks • Habit stacking and accountability tracking • Technology tools for habit building and productivity
 - Module 4: Final Action Plan and Personal Commitment (02:00 - 03:30) • Create your 30-day time and productivity improvement plan • Group sharing and closing discussion

Certification

Participants will receive a Certificate of Completion in Effective Time & Personal Effectiveness Management, validating their ability to apply time mastery strategies and personal productivity tools to improve performance and goal execution.

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