

TIME MANAGEMENT FOR PERSONAL EFFECTIVENESS & PROFESSIONAL SUCCESS

“Maximizing Productivity, Focus, and Results in a Demanding Work Environment”

Schedule

Date	Venue	Delivery Mode	Fees
24 – 25 Mar 2026	Online	Online Training	USD 700 per delegate
09 – 10 Dec 2026	Doha, Qatar	Face-to-Face	USD 1,995 per delegate

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

Introduction

In today’s fast-paced and highly demanding work environment, professionals are expected to deliver more results in less time while managing increasing workloads and competing priorities. Effective time management is no longer optional—it is a critical professional skill for sustained performance and success.

This intensive 2-day training equips participants with practical tools, proven techniques, and behavioral strategies to manage time more effectively, increase personal productivity, and achieve a healthy balance between professional responsibilities and personal goals. The course focuses on real-world application to help participants work smarter, not longer.

Objectives

By the end of this course, participants will be able to:

- Understand the principles of effective time management
- Identify personal time wasters and productivity barriers
- Prioritize tasks based on importance and urgency
- Plan and organize work more efficiently
- Manage deadlines, interruptions, and workload pressure
- Improve focus, self-discipline, and work-life balance
- Increase overall personal and professional effectiveness

Why Attend

- Gain practical tools to manage time and workload effectively
- Improve productivity and reduce stress
- Enhance focus and decision-making under pressure
- Learn techniques applicable immediately at work and home
- Achieve better balance between professional and personal life
- Improve performance, reliability, and career growth potential

Target Audience

This program is designed for:

- Professionals at all organizational levels
- Managers, supervisors, and team leaders
- Administrative and support staff
- Project team members and coordinators
- Individuals seeking to improve productivity and effectiveness

Individual Benefits

Key competencies that will be developed include:

- Improved planning, prioritization, and organization skills
- Stronger focus and concentration
- Reduced stress and time pressure
- Better control over daily tasks and responsibilities
- Enhanced personal discipline and accountability
- Increased confidence and job satisfaction

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved productivity and task completion rates
- Better time utilization and work quality
- Reduced delays and missed deadlines
- More organized and proactive employees
- Improved employee morale and engagement
- Stronger overall workplace efficiency

Instructional Methodology

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

- Strategy Briefings - Time management principles, productivity models, and behavioral insights
- Case Studies - Real-life workplace productivity challenges and solutions
- Workshops - Hands-on exercises in planning, prioritization, and scheduling
- Peer Exchange - Group discussions on time management challenges and best practices
- Tools - Practical planners, prioritization matrices, and productivity checklists

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 (Face-to-Face only)

Day 1: Foundations of Time Management & Personal Productivity

Module 1: Understanding Time & Productivity (07:30 – 09:30)

- The value of time in professional success
- Common time wasters and productivity myths

Module 2: Prioritization & Goal Setting (09:45 – 11:15)

- Urgent vs important tasks
- Goal alignment and focus

Module 3: Planning & Work Organization (11:30 – 01:00)

- Daily, weekly, and monthly planning
- Task breakdown and scheduling

Module 4: Managing Interruptions & Procrastination (02:00 – 03:30)

- Handling emails, meetings, and distractions
- Overcoming procrastination

Day 2: Advanced Techniques for Professional Effectiveness

- Managing workload and deadlines
- Delegation and time leverage
- Stress management and energy control
- Building sustainable time management habits
- Personal action plan for continuous improvement

Certification

Participants will receive a Certificate of Completion in Time Management for Personal Effectiveness and Professional Success, recognizing their ability to apply practical time management techniques, improve productivity, and enhance professional performance in the workplace.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

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Interested in running this course for your team?

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