

EFFECTIVE TIME & PERSONAL EFFECTIVENESS MANAGEMENT

“Master time management techniques to enhance personal and professional productivity”

Schedule

Date	Venue	Fees (Online)
01 Jul 2026	Online	USD 450 per delegate

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

Introduction

Time management and personal effectiveness are essential skills in today’s fast-paced professional environment. This 1-day online course is designed to help participants gain control over their time and increase their productivity. You will learn how to prioritize tasks, set realistic goals, manage distractions, and develop effective habits that lead to personal success.

Through expert guidance and practical exercises, participants will enhance their ability to balance their responsibilities and achieve both short-term and long-term objectives with ease.

Objectives

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

- Identify key time management challenges and apply effective strategies to overcome them.
- Prioritize tasks based on importance and urgency using proven frameworks.
- Set achievable goals and break them down into actionable steps.
- Manage distractions and maintain focus throughout the workday.
- Develop habits for continuous personal effectiveness and growth.

Why Attend

- Learn practical tools to manage your time more efficiently.
- Improve your ability to achieve personal and professional goals.
- Gain strategies to reduce stress and avoid burnout.
- Learn how to prioritize tasks effectively and focus on what truly matters.
- Enhance your overall productivity and work-life balance.

Target Audience

This program is designed for:

- Professionals seeking to manage their time more effectively and boost productivity.
- Team leaders and managers aiming to improve their personal effectiveness and team efficiency.
- Entrepreneurs and freelancers who need to optimize their daily routines.
- Anyone looking to develop better habits for managing tasks and time

Individual Benefits

Key competencies that will be developed include:

- Improved time management and prioritization skills.
- Enhanced ability to set and achieve meaningful personal and professional goals.
- Better management of stress and distractions.
- Strengthened habits for maintaining personal effectiveness.
- Increased productivity and work-life balance.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More efficient use of work time, leading to higher individual and team performance.
- Improved focus and goal-setting across the organization.
- Reduced stress and burnout due to better time management.
- Enhanced employee well-being and job satisfaction.
- More effective and streamlined project and task management

Instructional Methodology

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

- Strategy Briefings - Understanding time management principles and personal effectiveness strategies.
- Case Studies - Learning from real-life examples of successful time management.
- Workshops - Interactive exercises on goal setting, task prioritization, and focus techniques.
- Peer Exchange - Sharing tips and strategies with fellow participants to enhance learning.
- Tools - Time management templates, goal-setting frameworks, and daily planning tools.

Course Outline

Training Hours: 9:00 AM – 4:00 PM **Format:** 3 Learning Modules | Breaks: 11:00 & 2:00

Day 1: Effective Time & Personal Effectiveness Management

- Module 1: Time Management Fundamentals (09:00 – 11:00)
 - Key time management principles and techniques.
 - Identifying and overcoming time-wasters.
 - The Eisenhower Matrix for task prioritization.
- Module 2: Goal Setting and Prioritization (11:15 – 1:15)
 - Setting SMART goals and breaking them into actionable steps.
 - Time-blocking and scheduling for maximum productivity.
 - Using daily, weekly, and monthly planning tools.
- Module 3: Maintaining Focus and Managing Distractions (2:00 – 4:00)
 - Techniques for avoiding distractions and staying focused.
 - Developing habits for personal effectiveness.
 - Stress management and maintaining a work-life balance.

Certification

Participants will receive a Certificate of Completion in Effective Time & Personal Effectiveness Management, validating their enhanced skills in time management, productivity, and personal effectiveness.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **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.

<p>In-House / Customized Training</p> <p>Interested in running this course for your team?</p> <p>Please contact us:</p>	<p>TEL:</p> <p>+601116373203</p>	<p>EMAIL:</p> <p>info@mawaevents.net</p>
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