

## EFFECTIVE TIME MANAGEMENT

*“Mastering the Art of Prioritization, Focus, and Productivity for Peak Performance”*

### Schedule

Date	Venue	Fees (Face-to-Face)
22 - 23 Jun 2026	Doha, Qatar	USD 1995 per delegate

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

### Introduction

Time is one of the most valuable and limited resources we have—yet it is often misused due to lack of planning, distractions, or ineffective prioritization. In today’s fast-paced work environments, managing time effectively is critical for achieving professional success and maintaining work-life balance.

This 2-day interactive training helps participants take control of their schedules by learning proven time management techniques. From setting goals and eliminating time-wasters to using tools like the Eisenhower Matrix and digital productivity apps, this course equips professionals with strategies to focus, plan, and execute with clarity and confidence.

### Objectives

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

- Identify time-wasting behaviors and apply techniques to eliminate them
- Set clear, achievable priorities using SMART goals and task categorization
- Use planning tools such as to-do lists, calendars, and time-blocking effectively
- Manage interruptions, delegate tasks, and deal with procrastination
- Establish daily routines to boost focus and personal productivity

## Why Attend

- Boost your personal productivity and task completion rate
- Reduce stress and mental overload through structured time planning
- Master prioritization techniques for both short- and long-term goals
- Use practical templates and apps to structure your day effectively
- Improve punctuality, accountability, and professional credibility

## Target Audience

This program is designed for:

- Busy professionals seeking to optimize their daily performance
- Team leaders and managers handling multiple priorities
- Executives and administrators juggling strategic and operational duties
- Project managers and coordinators
- Anyone looking to improve focus, reduce stress, and gain control of their time

## Individual Benefits

Key competencies that will be developed include:

- Prioritization and decision-making under pressure
- Goal setting and time-blocking
- Planning and scheduling with digital and analog tools
- Task delegation and follow-up
- Proactive control of workday structure and flow

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased employee efficiency and output
- Better alignment between tasks and business priorities
- Improved time accountability across teams
- Reduced delays and missed deadlines
- A more focused and goal-driven organizational culture

## Instructional Methodology

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

- Expert Briefings - Time management models and psychological insights
- Productivity Tools - Digital planners, calendars, and time-tracking apps
- Interactive Exercises - Goal setting, time mapping, and prioritization drills
- Role-Play Scenarios - Handling interruptions, saying no, and delegating
- Templates & Checklists - Daily planners, task matrices, weekly review sheets

## 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: Principles and Practices of Time Management

- Module 1: Understanding Time Management Challenges (07:30 - 09:30) • Common time-wasters and inefficiencies • Time as a strategic resource
- Module 2: Setting Priorities and Goals (09:45 - 11:15) • SMART goals and task categorization (urgent vs important) • Eisenhower Matrix and ABCD method
- Module 3: Time Planning and Scheduling Tools (11:30 - 01:00) • Time-blocking, batching, and planner systems • Digital calendars and productivity apps
- Module 4: Workshop - Design Your Ideal Workday (02:00 - 03:30) • Build a custom daily time plan with goals

### Day 2: Execution, Focus, and Productivity Habits

- Module 5: Overcoming Procrastination and Distractions (07:30 - 09:30) • Psychology of delay and focus management techniques • Digital detox and concentration boosters
- Module 6: Managing Interruptions and Delegating Effectively (09:45 - 11:15) • Strategies to control work environment disruptions • Delegation frameworks and accountability
- Module 7: Building Lasting Time Management Habits (11:30 - 01:00) • Routines, rituals, and self-discipline • Review and reflection practices
- Module 8: Final Exercise - Weekly Time Audit and Action Plan (02:00 - 03:30) • Create a 1-week implementation strategy

## Certification

Participants will receive a Certificate of Completion in Effective Time Management, confirming their ability to plan, prioritize, and manage time with confidence and purpose to improve both personal and organizational outcomes.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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### In-House / Customized Training

Interested in running this course for your team?

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