

aractech

Global Learning for Operational Leaders

INTERPERSONAL SKILLS AND SELF DEVELOPMENT

Time Management Essentials

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Course content

Why Attend

Embark on a transformative journey with our Time Management Essentials workshop, where participants will unlock the secrets to efficiency. Time management is the systematic process of planning, organizing, prioritizing, and controlling activities and tasks within a specific duration to optimize productivity efficiency and achieve personal or professional goals. This workshop goes beyond traditional time management, offering practical insights and tools to enhance productivity, reduce stress, and create a more fulfilling life. Through engaging activities and interactive sessions, participants will learn to navigate the complexities of modern life with grace and purpose.

Course Methodology

- The workshop employs a dynamic blend of interactive sessions, self-assessments, and real-world applications. Participants will experience hands-on exercises to reinforce key concepts, and facilitators will guide discussions and provide personalized feedback to ensure adequate skill transfer.

Course Objectives

- Explain how time is a finite resource and its impact on personal and professional success
- Apply practical skills in prioritization, time blocking, and goal-setting
- Make better decisions in high-pressure situations to demonstrate resilience and flexibility in a fast-paced environment

Target Audience

- This workshop is designed for individuals seeking to enhance their time management skills at any career stage. It is ideal for those navigating the challenges of balancing work, personal commitments, and self-development. Whether you're a seasoned professional or an aspiring trainee, this workshop provides practical tools for mastering time.
- Target Competencies
- Effective prioritizing
- Professional and personal scheduling

Course outline

Detailed course outline

Module-by-module outline for Time Management Essentials.

Module 1 - Managing Time and Enhancing Productivity

- Productivity and the 1% principle
- Global Practices for Managing Self and Time
- Pomodoro Technique
- Eisenhower Matrix
- ABCDE Method
- The 3-3-3 Method

Module 2 - Scheduling: From Yearly to Daily

- The importance of a yearly perspective
- Blocking time for errands and tasks
- Translating errands and tasks to a daily to do list
- Scheduling for the unforeseen [MN1]

Module 3 - Stress Resilience and Wellbeing through Time Management

- Symptoms and causes of stress and work pressures
- Strategies and methods of adaptation
- Exercise and diet
- Support Network, Attitudes, and Expectations
- Emotional control and emotional intelligence

Seminar dates

Available seminar dates

Live dates and pricing for Time Management Essentials generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	London	Classroom	€2,940
20 - 24 July 2026	Munich	Classroom	€2,415
3 - 7 August 2026	Kuala lumpur	Classroom	€1,575
7 - 11 September 2026	Munich	Classroom	€2,415
12 - 16 October 2026	Amsterdam	Classroom	€2,975
9 - 13 November 2026	London	Classroom	€2,940
14 - 18 December 2026	Istanbul	Classroom	€1,995

Live online option

Online delivery is available at €1,250.