Effective Time Task and Work Planning Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-11-24

End Date: 2026-11-28

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: MAL

Course Code: MAL-32

Syllabus

Course Syllabus

Introduction

This course will help you assess your present situation, in terms of work and personal life – focusing on concepts essential to effective time/task management and work planning. This course will enhance the way you manage yourself effectively within your own time constraints, how to be better organize and prioritise your work/life tasks, as well as the people you manage. These skills will develop a more efficient and motivated individual, enabling increased outputs and productivity in any business area.

By leveraging time and change to your advantage, you will achieve maximizing the amount of work accomplished in the shortest amount of time, yet at the same time effective in what activity is performed and how it is managed.

This course will feature:

- Analysis and understanding change, in all its facets

- Personal development planning

objectives

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

- Understand why managing time matters to work and health in our changing world
- Identify tasks that can be eliminated, prioritized, or delegated
- Apply techniques for planning, managing priorities, scheduling work, and working proactively
- Analyse situations that hinder their performance and identify techniques to overcome them
- Analyse their strengths and needs and prepare a personal development plan

Contents

Day One

Working and living in a changing world

- What do I hope to achieve?
- Our fast changing world
- How do we manage this?
- What are the implications for others and me?
- Balancing life and work

Day Two

Basic time management skills and techniques

- How am I using my time? Time logging
- Why do I put things off? Procrastination and time wasting
- Time Perspective Inventory: How we use time
- How our time use affects others
- Deciding what to keep, what to eliminate, what to delegate

Day Three

Efficient and effective planning, prioritizing, and coordination

- Diagnosing management methods
- Pressures on work plans – time, quality, cost
- Effective planning and decision-making
- Analyzing and managing risk
- Contingency planning

- "Unscheduling," the key weapon against procrastination
- Flow states and the right frame of mind
- Doing the right things well
- Managing interruptions and crises
- Mastering meetings, correspondence, interruptions, travel, and calls

Day Five

Putting it all together in a personal development plan

- Work planning practical
- Testing your plan
- Analyzing your strengths and needs
- Creating a development plan
- Real wealth equals happiness plus fulfillment plus discretionary time