

# FOCUS, PRIORITIZE, SUCCEED: TIME MANAGEMENT FOR TODAY'S WORKFORCE

Course Code: 821253

Master time, prioritize tasks, and boost productivity in today's fast-paced work environment.

In today's fast-paced and demanding work environment, effective time management is essential for success. Focus, Prioritize, Succeed: Time Management for Today's Workforce equips professionals with the strategies and tools needed to take control of their time, increase productivity, and reduce stress.

Participants will learn how to prioritize competing demands, set realistic goals, and manage distractions in a way that supports sustained focus and balance. Through practical exercises and real-world scenarios, this course helps employees develop smarter work habits that enhance efficiency, improve performance, and promote a sense of accomplishment in their daily routines.

## What You'll Learn

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

- Identify key time management challenges that impact productivity in today's work environment.
- Apply proven strategies to prioritize tasks effectively and align daily actions with organizational goals.
- Use tools and techniques to plan, schedule, and manage workload efficiently.
- Recognize and minimize common time-wasters and distractions.
- Develop habits to maintain focus and sustain energy throughout the workday.
- Balance multiple responsibilities while meeting deadlines and maintaining quality of work.
- Implement personalized action plans to improve productivity and work-life balance.

## Who Needs to Attend

This course is designed for professionals at all levels who want to enhance their productivity, organization, and focus in a demanding work environment. It is especially valuable for employees managing multiple projects or competing

priorities, supervisors and managers seeking to model effective time management for their teams, and professionals looking to reduce stress and improve work-life balance. Whether you're new to your role or a seasoned leader aiming to optimize your performance, this course provides practical tools to help you work smarter, not harder.

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VIRTUAL CLASSROOM LIVE

\$1,495 USD

2 Day

## Virtual Classroom Live Outline

### **Module One: A Personalized Approach to Time Management**

- Personality and time management style
- Defining time management
- Traditional time management
- Nontraditional time management

### **Module Two: Your Time Management Style**

- Working smarter
- Assessing time management style
- Identifying your personality style

### **Module Three: The Traditional Approach to Time Management**

- Coordinating time management and personality styles
- Appreciating traditional time management
- Capitalizing on various time management styles
- Customizing your time management approach
- Perceptions and misperceptions

### **Module Four: Eliminating Procrastination**

- Understanding procrastination
- Overcoming procrastination
- Categorizing tasks

### **Module Five: Managing People/Managing Self**

- Setting boundaries
- Managing interruptions
- Building a support network

## **Module Six: Managing Paper**

- Eliminating clutter
- Clutter phobia
- Maintaining a clutter free environment
- Organizing your files
- Saving time
- Assessing the task

## **Module Seven: Planning and Scheduling Techniques**

- Creating effective daily and weekly schedules
- Time-blocking, batching, and calendar optimization
- Incorporating buffer time and handling interruptions
- Hands-on exercise: Build a personal one-week work plan

## **Appendix**

- Understanding procrastination
- Saying “no” to the boss scenarios
- Your desk blueprint
- Master list
- Time management style grid
- How well does your time management work?
- Priority matrix

Jan 30 - 30, 2026 | 10:00 AM - 4:00 PM EST

Apr 7 - 8, 2026 | 10:00 AM - 3:00 PM EDT

May 28 - 29, 2026 | 10:00 AM - 3:00 PM EDT

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Date created: 12/5/2025 6:00:08 PM

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