TIME & PRIORITY MANAGEMENT

The root cause of low work productivity is poor time planning and use. Many people are unable to prioritize tasks and work under pressure. Time is a most valuable resource and the more control we can exercise over its use, the more resourceful and productive we would be both at work and in our private lives. In this course, participants will learn and acquire proven techniques to enable them proactively manage time more effectively and efficiently.

Learning Objectives

Participants will:

- Identify their personal attitude towards time management
- Analyze their time use
- Move from crisis to prioritizing
- Distinguish between being “Busy” and “Productive”
- Use time management aids effectively
- Manage time better under pressure
- Develop personal initiative and overcome procrastination
- Identify stressors and time wasters and beat them

Learning Contents

- Definition of time and attributes of time
- Analysis of where your time goes
- Defining your key performance indicators (KPIs)
- Prioritizing: Urgency vs. Importance Matrix

- Attitude and time management
- Assertiveness skills
- Effective delegation
- Habits of effectiveness
- Effective use of time log, time planners and diaries
- Identifying and controlling time wasters
- Managing the boss and colleagues
- Managing meetings effectively
- Dealing with procrastination
- Work – life balance
- Using Microsoft Outlook/New techniques to plan time
    - Aligning task to your energy level
    - Managing your workload

Fee:

Physical	Virtual (local)	Virtual (International)
₦ 210,000.00	₦ 179,900.00	$ 145.00

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant. **Fee:** Negotiable

Who Should Attend?

Management trainees, supervisors and middle-level executives must strive to manage increased workload and work pressure.

March 4 – 5,

May 6 – 7,

Aug 5 – 6,

October 7 – 8, 2026,

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