



London TDM

Soft Skills and Personal Development Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 02 November 2025 To 06 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

This 5-day professional course on "Time Management and Prioritization" is designed to help participants enhance their productivity and effectiveness in both personal and professional settings. We will explore various strategies, tools, and techniques to manage time efficiently and prioritize tasks effectively, ensuring that key objectives are met.

Objectives

- Understand the principles of effective time management.
- Identify personal time-wasting habits and how to overcome them.
- Learn prioritization techniques to manage tasks and deadlines.
- Explore tools and technologies that enhance time management.
- Develop a personalized action plan to improve productivity.

Course Outlines

Day 1: Introduction to Time Management

- Definition and importance of time management
- Assessing personal time management skills
- Common time-wasting activities and how to avoid them
- Setting realistic goals and objectives
- Time management myths and realities

Day 2: Prioritization Techniques

- The Eisenhower Box: Urgent vs. Important
- The ABCDE Method for prioritizing tasks
- The concept of essentialism in prioritization
- How to handle interruptions and emergencies
- The role of priorities in goal achievement

Day 3: Tools and Technologies for Time Management

- Using calendars and planners effectively
- Productivity apps and software overview
- The Pomodoro Technique and its benefits
- Automation tools to streamline workflows
- Time tracking and analysis tools

Day 4: Enhancing Focus and Efficiency

- Strategies to improve concentration
- Batch processing and its impact on productivity
- Managing distractions and digital clutter
- Developing routines for maximum efficiency
- The importance of breaks and work-life balance

Day 5: Creating a Personalized Time Management Plan

- Assessing individual time management needs
- Setting long-term and short-term goals
- Designing a tailored daily schedule
- Implementing the learned strategies and skills
- Monitoring progress and making necessary adjustments