



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 03 May 2026 To 07 May 2026

**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