
Course Overview

Win back your time, boost your productivity, and achieve more with less stress.

Effective time management is critical in today's fast-paced business environment. This course provides practical strategies to help professionals take control of their workload, prioritise tasks, and manage resources efficiently. Through a combination of discussion, reflection, and hands-on exercises, learners will gain tools and techniques to reduce stress, meet deadlines, and improve personal and organisational productivity.

Who Should Attend?

This course is ideal for:

- Professionals who struggle to meet deadlines or manage multiple priorities
- Individuals seeking to work more efficiently and reduce workplace stress
- Employees who spend excessive time searching for documents or emails
- Anyone who wants to develop structured habits to plan, prioritise, and achieve goals effectively

Required Knowledge:

- No pre-requisites required
- A willingness to engage in discussions, exercises, and self-reflection

What You Will Learn

- Analyse common challenges and pitfalls in time management
- Evaluate your current time management practices and identify areas for improvement
- Set realistic, achievable goals aligned with personal and professional priorities
- Track and analyse how time is spent to identify inefficiencies
- Prioritise tasks effectively using proven methods and frameworks
- Understand and implement effective delegation strategies
- Develop practical techniques to overcome procrastination

- Manage interruptions and maintain focus during the workday
- Establish systems to organise tasks, projects, and information efficiently
- Use calendars, planners, and digital tools, including Outlook, effectively
- Apply top tips for email management to reduce wasted time

Exclusions:

This course does not cover:

- Advanced project management methodologies
- Personal coaching for behavioural change beyond time management
- Detailed software-specific productivity tools beyond Outlook and calendar management
- Organisational strategy or resource planning

Key Learning Outcomes

At the end of this training, you should know how to:

- Understand and apply core time management principles in a business setting
- Plan and prioritise tasks to increase productivity and reduce stress
- Implement practical strategies for delegation and managing interruptions
- Use calendars, planners, and email effectively to optimise workflow
- Set measurable goals and monitor progress to maintain momentum

Delivery Format

This is a classroom-based, interactive course focused on personal development and soft skills.

The instructor will facilitate learning through guided discussions, practical exercises, role-play, and group activities.



Participants will be encouraged to contribute their own experiences and practice skills in a supportive environment, receiving real-time feedback throughout the session.

Training Environment Includes:

- Comfortable classroom setting designed for interaction and engagement
- Course materials, handouts, and reference notes provided
- Opportunities for individual reflection, group work, and peer learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- Advanced Time Management and Productivity Techniques
 - Project Management Essentials
 - Leadership and Team Efficiency Skills
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Learner Support

Participants will have indefinite online access to all practice files and notes at <https://www.dti.ie>. Email support will also be offered on items covered during this course at support@dti.ie.