



Crystal Lean Solutions

Training
Academy

Time Management Skills



Time Management Skills

DURATION:	1 Day
ACCREDITATION:	Crystal Lean Solutions
COURSE CODE:	1083

AIM:

The aim of the Time Management Skills programme is to provide you with practical tools and strategies to prioritise tasks, reduce stress, and improve productivity by making the best use of your time.

OBJECTIVES:

At the end of the course, learners will be able to:

- ✿ Understand where your time goes and identify time wasters.
- ✿ Prioritise tasks based on urgency and importance.
- ✿ Use proven time management tools and techniques.
- ✿ Set realistic goals and manage competing demands.
- ✿ Develop habits for sustained focus and productivity.

THIS PROGRAMME IS FOR:

The Time Management Skills Programme is for individuals looking to improve their personal efficiency and reduce stress, including but not limited to:

- ✿ Team Members and Administrators
- ✿ Managers and Supervisors
- ✿ Project and Programme Staff
- ✿ Remote and Hybrid Workers
- ✿ Early Career Professionals

PROGRAMME CONTENT:

1. Introduction to Time Management

- Understanding the importance and benefits of effective time management.
- Exploring common challenges that affect productivity.
- Reflecting on how you currently spend your time.
- Identifying personal and professional goals linked to time use.

2. Understanding Where Your Time Goes

- Analysing how your day is structured and how time is spent.
- Recognising typical time wasters and productivity traps.
- Using a time log to identify patterns and improvement areas.
- Understanding the difference between being “busy” and being “productive.”

3. Prioritising Tasks and Managing Workload

- Understanding urgency vs. importance.
- Applying the **Eisenhower Matrix** to prioritise tasks.
- Differentiating between proactive and reactive work.
- Techniques for balancing short-term demands with long-term goals.

4. Time Management Tools and Techniques

- Overview of practical tools: To-Do Lists, Planners, Calendars, Digital Apps.
- Using the **Pomodoro Technique**, **Time Blocking**, and **SMART goals** effectively.
- Strategies for organising your workspace and managing emails.
- Choosing the right tool for your work style and environment.

5. Managing Competing Demands and Reducing Stress

- Strategies for handling multiple priorities under pressure.
- Setting realistic deadlines and expectations.
- Techniques for saying “no” and delegating effectively.
- Managing interruptions and staying focused in busy environments.

6. Building Sustainable Habits for Productivity

- Understanding the role of habits and routines in time management.
- Techniques to maintain motivation and avoid procrastination.
- Creating a balanced schedule that supports well-being and focus.
- Developing a personal action plan for continuous improvement.

7. Programme Review and Action Planning

- Reflecting on key learning points and insights gained.
- Identifying personal next steps to apply time management strategies.
- Setting short-term and long-term goals for improved productivity.
- Sharing best practices and takeaways for workplace application.

ASSESSMENT:	None
GRADING:	Not Applicable
PROGRAMME DELIVERY:	Classroom
TOTAL DURATION OF THE PROGRAMME INCLUDES:	1 Day
CERTIFICATION CRITERIA:	Completion of all training days on programme
CERTIFICATION BODY:	Crystal Lean Solutions
RECOGNITION OF PRIOR LEARNING (RPL):	N/A
PRE-REQUISITE:	None

OTHER COURSES OF INTEREST FROM THE CLS TRAINING ACADEMY:



- ✿ Situational Leadership
- ✿ Leader Standard Work
- ✿ Human Error Problem Solving
- ✿ Negotiation Skills
- ✿ Communication Skills
- ✿ Teamwork & Conflict Management
- ✿ Decision Making
- ✿ Commercial Acumen