Effectiveness Time and Priority Management

Date and duration

Training code : MGMT32EN
Duration : 2 days
Nombre d'heures : 14 heures

Body

It is sometimes URGENT to pause and take a step back in order to better organize your time and ensure productivity.
Urgency often prevents you from gaining perspective and making sound decisions.
Traditional time management methods do not always lead to greater efficiency, comfort with time, or sustainable long-term results. Furthermore, everyone has their own unique way of organizing their work and planning their day. So how can we provide a time management method that works for everyone?
This training helps participants recognize the symptoms and causes of poor time management and implement appropriate, easy-to-apply techniques to save time, handle multiple priorities, and focus their energy on value-added tasks.

Objectifs

- Learn how to prioritize tasks using simple tools
- Anticipate, plan, and organize daily activities
- Improve overall skills in time and task management
- Use simple methods and tools for management, organization, and communication
- Manage personal energy effectively over the long term
- Preserve work-life balance

Pré-requis

No prerequisites are required to attend this training.

Public

This training is intended for anyone who wants to optimize their time management or refresh their foundational skills.

Programme

Situation Analysis

- Time and priority management: why and what are the ROI of effective time and priority management
- Self-diagnosis of time management habits
- Identifying and defining time wasters
- Sources and mediums of information
- Time-eaters

- Work-life balance
- Cross-functional tasks
- The feeling of losing control

Prioritizing Actions

Two essential tools to learn how to prioritize tasks:

- Dave Gray's Effort/Impact Matrix
- Dwight Eisenhower's Urgent/Important Matrix
- Building habits for increased productivity

Delegation and "Relégation" as powerful time management tools

- Myths about delegation
- Key steps in delegation
- Conditions for effective delegation
- Expected outcomes

Communication as an effective time management tool

- Communication challenges
- Key elements of communication
- Conditions for effective communication
- Communication tools

Practical Tools

- The To-Do List
- The Stop List
- Time blocks
- The NPD method

Exercises, case studies, and role-playing throughout the workshop

Teaching Methodology

This training is primarily interactive and participatory, relying on active involvement from participants.

The pedagogy is active (learning by doing): practical exercises generally precede theoretical input. After each exercise, the trainer leads a structured debriefing session during which participants are invited to reflect on:

- What they achieved during the exercise
- The pedagogical and professional objectives of the exercise
- How they can apply these insights in their professional environment
- How they plan to implement these principles in their daily practice

Participants are also encouraged to openly express doubts or reservations during these debriefings. Trainers and peers may correct or reformulate each other's answers, encouraging peer-to-peer learning.

The practical component represents 60–70% of the total training time.