![Global Horizon Training Center logo]

Training Course:
Time Management

10 - 14 November 2025
London (UK)
Landmark Office Space - Portman Street

Training Course:
Time Management

Training Course code: MA1983 From: 10 - 14 November 2025 Venue: London (UK) - Landmark Office Space - Portman Street Training Course Fees: 5500 ⬜ Euro

Introduction:

Welcome to the Time Management Training Program, designed by Global Horizon Training Center. Effective time management skills are crucial for personal and professional success in today's fast-paced world. This program aims to equip individuals with practical strategies and techniques to optimize their time, enhance productivity, and achieve their goals. Our experienced trainers will guide you through interactive sessions, practical exercises, and real-life case studies to help you master the art of time management.

Objectives:

- Understand the importance of time management in achieving personal and professional success.

- Identify common time wasters and adopt strategies to eliminate or minimize them.

- Develop techniques for prioritizing tasks and managing deadlines effectively.

- Learn how to create and maintain a well-structured schedule.

- Explore strategies for maintaining focus, avoiding distractions, and increasing concentration.

- Enhance decision-making skills to make efficient use of time.

- Cultivate habits for managing stress and achieving work-life balance.

Methodology:

Our training program incorporates a blended learning approach to maximize engagement and practical application of concepts. The methodology includes:

- Interactive Presentations: Engaging presentations by experienced trainers to introduce and explain time management concepts.

- Group Discussions: Facilitated group discussions to encourage peer learning, exchange of ideas, and sharing of experiences.

- Practical Exercises: Hands-on activities to apply time management techniques and reinforce learning.

- Case Studies: Analysis of real-life case studies to understand how effective time management can impact productivity and success.

- Time Tracking: Participants will be encouraged to track their time usage during the training program to gain insights into their current habits and identify areas for improvement.

- Action Planning: Each participant will develop a personalized action plan to implement time management strategies in their daily lives.

Target Audience:

This training program is designed for individuals at all levels within organizations, including professionals, managers, entrepreneurs, and students. It is suitable for anyone seeking to enhance their time management skills and improve their productivity and efficiency.

Outlines:

Day 1:

Introduction to Time Management

- Importance of time management

- Understanding personal and professional goals

- Common time management challenges

- Time management as a lifelong skill

Day 2:

Time Wasters and Prioritization Techniques

- Identifying and overcoming common time wasters

- The Eisenhower Matrix for task prioritization

- Applying the 80/20 rule Pareto Principle

- Effective delegation and saying "no"

Day 3:

Creating a Well-Structured Schedule

- Techniques for effective planning and goal setting

- Time blocking and creating a daily/weekly/monthly schedule

- Setting realistic deadlines and managing expectations

- Tools and apps for scheduling and task management

Day 4:

Maintaining Focus and Increasing Productivity

- Strategies to minimize distractions and improve concentration

- Managing interruptions and multitasking effectively

- Techniques for boosting energy and motivation

- The Pomodoro Technique and Other Productivity Hacks

Day 5:

Decision Making, Stress Management, and Work-Life Balance

- Decision-making frameworks for efficient time management

- Strategies for managing stress and avoiding burnout

- Creating boundaries and setting priorities in personal life

- Developing habits for work-life balance

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

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Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.