



*Training Course:
Mastering Time Management, Planning and
Organizing Tasks Effectively*

*21 - 25 September 2026
Madrid (Spain)*

Training Course: Mastering Time Management, Planning and Organizing Tasks Effectively

Training Course code: PS1018 From: 21 - 25 September 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Introduction

With the accelerating change of the twenty-first century, time management skills are at the top of the personal development tool kit. Know where you're going? What did you want from work and life? Concerned how time slips through your fingers and another day, week, month, a year goes by without achieving all you wanted?

This seminar will help you assess your present situation, in terms of work and personal life. It will enable you to manage yourself more effectively within your own time constraints and show you how to better organize and prioritize your work/life tasks.

Course Objectives

By the end of this program, participants will be able to:

- Assess their current use of time in both personal and professional contexts
- Identify time wasters and implement practical strategies to eliminate them
- Set clear goals and priorities aligned with personal and work objectives
- Apply effective planning techniques to manage daily tasks and long-term projects
- Improve productivity through better organization and structured work methods
- Develop skills to balance work and personal life more effectively
- Use time management tools such as diaries, planners, and time logs efficiently
- Enhance decision-making and problem-solving in relation to time constraints
- Manage interruptions, meetings, and communications more effectively
- Develop a personalized time management plan for continuous improvement

Target Audience

This course is suitable for:

- All employees across different levels seeking to improve productivity
- Team Leaders and Supervisors
- Managers and Department Heads
- Administrative and Support Staff
- Project Coordinators and Professionals
- Individuals struggling with time pressure, workload, or work-life balance
- Anyone looking to enhance personal effectiveness and time management skills

Course Outlines

Day 1: Our changing world - personal assessment

- What do I hope to achieve?

- How will I achieve it?
- What has changed in work and life?
- What other changes can we expect?
- How do we manage this?
- What are the implications for me and for others?
- Balancing life and work

Day 2: Why time matters and how your use of time affects others

- How am I using my time?
- What are my time wasters?
- Time logging
- Why do I put things off?
- Ways that other people use time
- Timelines - how do I view time?
- How does my use of time affect others?

Day 3: Work planning and project management

- Work management methods diagnostic
- Pressures on work plans - time, quality, cost
- The planning process
- Planning work in progress
- Analyzing and managing risk
- Contingency planning
- Problem-solving techniques

Day 4: Practical techniques for managing time wasters

- Managing paperwork, real and virtual
- Managing travel

- Managing meetings
- Making the best use of the phone.
- Using the diary - the key time management tool.
- Managing Interruptions

Day 5: Making it all work

- Work planning practical
- Debrief
- Testing your plan
- Analyzing your strengths and needs
- Developing your personal development plan

Registration form on the Training Course: Mastering Time Management, Planning and Organizing Tasks Effectively

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