



*Training Course:
Time Management*

*3 - 7 August 2026
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Time Management

Training Course code: MA1983 From: 3 - 7 August 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Welcome to the **Time Management Training Program**, designed by **Global Horizon Training Center**. In today's fast-paced world, effective time management is crucial for both personal and professional success. This program equips individuals with practical strategies and techniques to optimize their time, enhance productivity, and achieve their goals. Through interactive sessions, real-life case studies, and practical exercises, our experienced trainers will guide you in mastering the art of time management.

Objectives

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

- Understand the importance of time management in achieving personal and professional success
- Identify common time wasters and adopt strategies to minimize or eliminate 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 improving concentration
- Enhance decision-making skills to make efficient use of time
- Cultivate habits for managing stress and achieving work-life balance

Target Audience

This program is designed for individuals at all levels, including:

- Professionals, Managers, and Entrepreneurs
- Students seeking to improve their time management skills
- Anyone looking to enhance their productivity, efficiency, and achieve a better work-life balance

Outline

Day 1: Introduction to Time Management

- The Importance of Time Management: Why time management is crucial for success
- Understanding Personal and Professional Goals: Aligning your time with what matters most
- Common Time Management Challenges: Identifying obstacles that hinder time management
- Time Management as a Lifelong Skill: Developing habits for sustained time management improvement

Day 2: Time Wasters and Prioritization Techniques

- Identifying and Overcoming Common Time Wasters: Recognizing time drains and addressing them
- The Eisenhower Matrix for Task Prioritization: Urgent vs. important tasks
- Applying the 80/20 Rule Pareto Principle: Focusing on the 20% of tasks that yield 80% of results
- Effective Delegation and Saying "No": How to delegate effectively and manage requests

Day 3: Creating a Well-Structured Schedule

- Techniques for Effective Planning and Goal Setting: Setting clear and actionable goals
- Time Blocking and Creating a Daily/Weekly/Monthly Schedule: Structuring your day for optimal productivity
- Setting Realistic Deadlines and Managing Expectations: How to set achievable timelines and avoid overcommitment
- Tools and Apps for Scheduling and Task Management: Leveraging technology for efficient scheduling

Day 4: Maintaining Focus and Increasing Productivity

- Strategies to Minimize Distractions and Improve Concentration: Practical tips to stay focused
- Managing Interruptions and Multitasking Effectively: Techniques for managing distractions and staying on track
- Techniques for Boosting Energy and Motivation: Staying energized throughout the day
- The Pomodoro Technique and Other Productivity Hacks: Time management techniques for enhanced focus and output

Day 5: Decision Making, Stress Management, and Work-Life Balance

- Decision-Making Frameworks for Efficient Time Management: How to make better decisions quickly
- Strategies for Managing Stress and Avoiding Burnout: Techniques to manage stress and maintain energy levels
- Creating Boundaries and Setting Priorities in Personal Life: Establishing work-life balance through effective time management
- Developing Habits for Work-Life Balance: Creating sustainable habits for personal and professional balance

Registration form on the Training Course: Time Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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