



Strategic Time Management Techniques

Duration
1 to 2-hour

Audience
Individual Contributor
Emerging Leader
New Leader
Middle Manager
Senior Leader

About This Course

This course focuses on improving personal and team productivity through strategic time management. Participants will learn how to prioritize tasks, manage interruptions, and balance urgent versus important activities. The course also emphasizes the benefits of intentional focus and fully disconnecting to maintain energy and effectiveness.

Topics Included

- Time Management Matrix
- Putting First Things First – effectively prioritizing
- Weekly planning process and time blocking strategies
- The how to and benefits of fully disconnecting
- Effectively handling interruptions

Training Approach

- Instructor-led
- Individual/group exercise
- Self-reflection

Skills Learned/ Outcomes

- Apply the time management matrix to prioritize what is most important
- How to make more time for the strategic and set boundaries
- Compare traditional scheduling with strategic time management approaches
- Implement techniques to handle interruptions effectively
- Practice fully disconnecting to recharge and maintain productivity

Course offerings:

We offer a wide range of training programs for leaders and teams to strengthen capabilities, enhance collaboration, and drive organizational success

Communication

Prioritizing and Communicating Goals,
Roles & Responsibilities
Communicating Across Generations

Team Performance

Motivating and Inspiring Team
Contributions and Success
Ensuring Team Accountability for
Consistent Performance
Leveraging Your Team's Diverse Talents
and Strengths
Inspiring, Motivating, and Guiding Team to
Achieve Org. Goals
Fostering Strong Collaboration and
Managing Conflict for Productive
Outcomes

Productivity and Efficiency

Effectively Managing Workload

Leadership Quality

Inspiring Mission-Driven Work in Direct
Reports
Learning & Applying Situational Leadership
Empathy-Based Leadership
Increasing Emotional Intelligence,
Leadership Presence, and Personal
Integrity
Being Visionary & Strategic in Thinking and
Execution
Cultivate Talent through Accountability,
Empowerment, and Effective Delegation,
Coaching, Feedback
Proactively Advancing Diversity, Equity,
and Inclusion throughout the Organization
Leading & Influencing Change,
Improvements, and Innovation

Recruiting and Onboarding

Assessing, Recruiting, and Retaining Team
Talent