



# TIME MANAGEMENT AND PRIORITIZATION

*COURSE OUTLINE*

# TIME MANAGEMENT AND PRIORITIZATION

**Duration**

*1 full day*

**Participants**

*Up to 12 participants*

**Formats**

*F2F and / or Virtual*

**Location**

*Sofia  
Cherni Vrah 47 Blvd.*

## COURSE OBJECTIVES

- 01 To teach individuals how to prioritize tasks and responsibilities effectively to maximize productivity and minimize stress.

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- 02 To provide techniques for managing time, including goal setting, delegation, and schedule optimization.

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- 03 To help individuals identify and overcome distractions, procrastination, and other time-wasters.

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- 04 To promote work-life balance and reduce burnout.

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- 05 To teach effective decision-making skills for prioritizing tasks and responsibilities.

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- 06 To provide strategies for managing interruptions and staying focused on high-priority tasks.

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- 07 To improve time management skills for both personal and professional goals.

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# TIME MANAGEMENT AND PRIORITIZATION

## COURSE CONTENT OUTLINE



- 01** **Introduction to time management and prioritization**
- The importance of effective time management and prioritization
  - Overview of course objectives and goals

- 02** **Self-assessment**
- Assessment of current time management habits and skills
  - Identification of areas for improvement

- 03** **Setting goals and priorities**
- Importance of goal setting
  - Techniques for setting SMART goals
  - Understanding the 80/20 rule (Pareto principle)

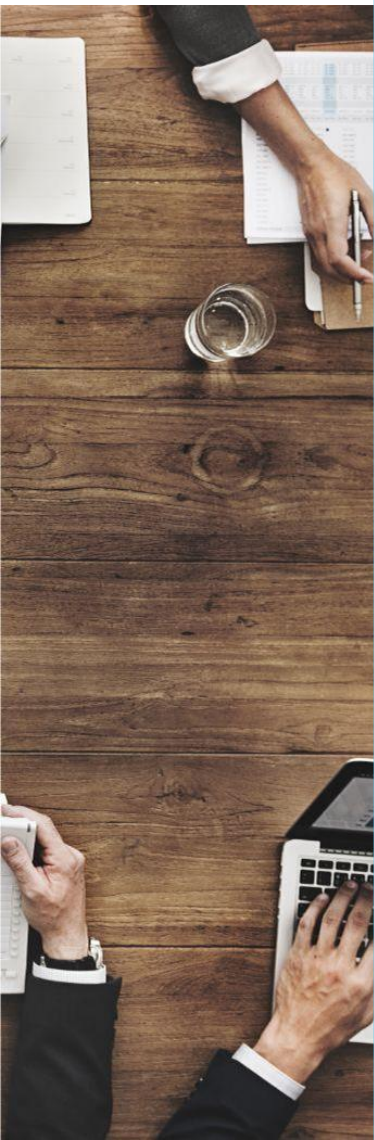
- 04** **Practical Tools for Prioritization and Time Management**
- The Eisenhower Matrix
  - The ABCDE Method
  - The Pomodoro Technique
  - The Ivy Lee Method
  - The GTD (Getting Things Done) Method
  - Delegation

- 05** **Time blocking and schedule optimization**
- Explanation of time blocking
  - Techniques for creating an effective schedule
  - Optimizing schedules for maximum productivity

- 06** **Managing distractions and interruptions**
- Identification of common distractions and interruptions
  - Strategies for minimizing distractions and interruptions
  - Techniques for staying focused and avoiding procrastination

# TIME MANAGEMENT AND PRIORITIZATION

## COURSE CONTENT OUTLINE



### Delegation

- 07** Understanding the importance of delegation
- Techniques for effective delegation
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### Work-life balance

- 08**
- Explanation of work-life balance
  - Strategies for balancing work and personal responsibilities
  - Techniques for reducing stress and avoiding burnout
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### Conclusion

- 09**
- Review of course objectives and goals
  - Discussion of future plans and next steps
  - Final thoughts and recommendations.
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