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TIME MANAGEMENT AND PRODUCTIVITY TECHNIQUES

PROGRAM FEE: \$2,186

PROGRAM OVERVIEW:

Our "Time Management and Productivity Techniques" course empowers professionals to take control of their time and boost their productivity. Covering key methodologies such as the Eisenhower Matrix, Pomodoro Technique, and time blocking, participants will learn to set goals, prioritize tasks, and minimize distractions. With a focus on maintaining a healthy work-life balance, the course combines practical exercises and interactive workshops to help learners develop personalized time management systems that support both their professional objectives and personal well-being.

MODULE 1 FOUNDATIONS OF TIME MANAGEMENT

INTRODUCTION TO TIME MANAGEMENT

- Importance and Benefits of Effective Time Management
- Common Time Management Challenges

ASSESSING YOUR CURRENT TIME MANAGEMENT

- Self-Assessment Tools and Reflection
- Identifying Personal and Professional Time Drains

MODULE 2 GOAL SETTING AND PRIORITIZATION

EFFECTIVE GOAL SETTING

- SMART Goals and Long-Term Planning
- Aligning Goals with Personal and Professional Values

PRIORITIZING TASKS

- Understanding the Eisenhower Matrix (Urgent-Important Matrix)
- Techniques for Task Prioritization and Decision-Making

MODULE 3 PRODUCTIVITY TECHNIQUES AND SYSTEMS

EXPLORING PRODUCTIVITY METHODS

- Introduction to the Pomodoro Technique
- Understanding and Implementing Time Blocking

CHOOSING THE RIGHT SYSTEM FOR YOU

- Comparing Different Productivity Techniques
- Adapting Methods to Fit Personal Styles and Needs

MODULE 4 OVERCOMING PROCRASTINATION AND MANAGING DISTRACTIONS

UNDERSTANDING PROCRASTINATION

- Psychological and Practical Causes of Procrastination
- Strategies to Overcome Procrastination

MINIMIZING DISTRACTIONS

- Identifying Common Distractions in the Workplace
- Techniques for Managing and Reducing Distractions

MODULE 5 TOOLS AND APPS FOR TIME MANAGEMEN

DIGITAL TOOLS FOR TIME MANAGEMENT

- Overview of Popular Time Management Apps (e.g., Trello, Todoist)
- Using Digital Calendars and Scheduling Tools

INTEGRATING TOOLS INTO YOUR WORKFLOW

- Tips for Selecting and Using the Right Tools
- Customizing Tools to Enhance Productivity



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MODULE 6 ACHIEVING WORK-LIFE BALANCE

UNDERSTANDING WORK-LIFE BALANCE

- Importance of Balance for Well-Being and Productivity
- Challenges in Achieving Balance

STRATEGIES FOR SUSTAINING WORK-LIFE BALANCE

- Techniques for Managing Time Outside of Work
- Creating Boundaries and Protecting Personal Time

MODULE 7 PRACTICAL APPLICATION AND PERSONALIZATION

APPLYING TIME MANAGEMENT TECHNIQUES

- Interactive Workshops and Practical Exercises
- Personal Assessments and Routine Customization

DEVELOPING YOUR PERSONALIZED SYSTEM

- Creating a Tailored Time Management Plan
- Setting Up Systems for Ongoing Success

MODULE 8 REFLECTION AND CONTINUOUS IMPROVEMENT

REFLECTING ON YOUR PROGRESS

- Evaluating the Impact of Time Management Techniques
- Identifying Areas for Continued Improvement

COMMITMENT TO ONGOING DEVELOPMENT

- Strategies for Continuous Learning and Adaptation
- Setting Long-Term Goals for Personal and Professional Growth

CONCLUSION

FINAL ASSESSMENT AND CERTIFICATION

- Review of Key Concepts and Techniques
- Completion of Final Project or Assessment
- Issuance of Certificate of Completion