

Time Management: Prioritization & Scheduling

Learn to set goals, prioritise tasks and build schedules and routines to organise and manage your time effectively.

13

MODULES

44

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of organisation and time management, starting with building a daily activity log and identifying goals through SMART goal setting. It then examines effective time management skills, reviewing growth through planned versus actual use, and introduces long-term, medium-term and short-term scheduling. Further modules address creating action plans, prioritising tasks using tools such as Pareto analysis and grid analysis, establishing routines and work systems, managing meetings, evaluating time management with logs, delegating time, and using technology and paper handling to manage schedules.

WHO THIS COURSE IS FOR

Team Leaders

Project Coordinators

Office Administrators

Meeting Organisers

Administrative Staff

LEARNING OBJECTIVES

- Explain the role of organisation in managing a schedule
- Apply SMART goals to set objectives and targets
- Identify tasks and energy flow to manage time efficiently
- Compare planned versus actual use during growth reviews
- Plan long-term, medium-term and short-term schedules
- Assess tasks using Pareto and grid analysis tools
- Describe how routines support effective time management
- Evaluate time management using logs and dedicated tools

13 Modules, 44 Topics

01

Introduction to Time Management

TOPICS

- The importance of organisation
- Role of an organiser when managing a schedule within a certain time frame
- Building a daily activity log to maintain your schedule and time
- Fundamental skills for managing a schedule and time management
- Features of a schedule time

02

Identify Objectives and Goals

TOPICS

Introduction to goal setting · Identify the principles of goal setting · SMART goals

03

Effective Time Management Skills

TOPICS

- Identify different tasks and managing time
- Examine how to manage your time in an efficient manner
- Identify energy flow within a timeframe

04

Exploring Your Growth

TOPICS

- Organise regular reviews within the correct time frame
- Difference between planned and actual use
- Monitoring the results

05

Introduction to Scheduling

TOPICS

Long-Term scheduling · Medium-Term Scheduling · Short-Term Scheduling · Task scheduling

06

Creating a Plan

TOPICS

- Making an action plan to ensure your time is being management effectively
- Role of planning
- Executing a plan
- Assess methods of making a schedule

07

Overview of Priority Task

TOPICS

- Prioritisation of your time within certain tasks
- The difference between urgency and importance
- Creating a paired comparison analysis tool
- Pareto analysis technique
- Grid analysis tool for decision-making

08

Introduction to Routines

TOPICS

About routines · Setting a routine and managing time · Using routine to manage an effective timespan

09

Establishing Your Work

TOPICS

- Gathering Tools
- Successful Skills which will help you to maintain your schedule

10

Manage a Meeting

TOPICS

Various meetings for different purposes · Planning for a meeting

11

Evaluation of Time Management

TOPICS

Maintaining a log · Interruptions · Tools to use for evaluation

12

Delegation of Time

TOPICS

About delegates · The delegation Process · The advantages of delegation

13

Managing Scheduling Technology

TOPICS

Required tools and skills · Using technology for your benefits · Managing technology · Paper Handling

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

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Who We Are

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