



TRAINING THAT DEVELOPS
REAL CAPABILITY



Effective Time Management

LPD005

Effective Time Management

Effective time management is essential for both professional success and personal fulfilment. This course enables learners to analyse their current time usage, identify unproductive habits, and adopt proven strategies for prioritising and planning. By mastering these techniques, learners will be able to focus on activities that deliver the greatest impact.

The programme combines practical tools with reflective exercises to help participants identify and address common time-wasting patterns. Learners will gain the confidence to manage shifting priorities and unexpected demands while maintaining focus on strategic objectives.

Duration & Price

Duration: 1 day

Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please [contact us](#) for more information on our In-Company training options

What's covered?

The programme focuses on developing awareness, skills, and tools for effective time management through interactive and practical learning.

Topics include:

- Principles of effective time management
- Self-assessment of time usage
- Planning and prioritising for maximum impact
- Managing shifting priorities and workplace disruptions
- Creating and following action plans

The content can be extensively tailored for In-Company delivery, ensuring that every element reflects the organisation's culture, priorities, and operational realities.

Who should participate?

This course is designed for anyone who wants to improve their time management skills to achieve greater productivity and work-life balance.

It may be particularly beneficial for:

- Team leaders and supervisors
- Project managers
- Administrative and support staff
- Anyone with competing priorities and tight deadlines

Learners will benefit from practical strategies they can adapt to their specific roles and environments.

English Language Competency

A good standard of written and spoken English is important to engage effectively with this programme.

What will I learn?

On successful completion of this course, learners will be able to:

- Apply the core principles of effective time management in a work context
- Analyse current work habits to identify strengths and areas for improvement
- Recognise personal working styles and their impact on time management
- Develop actionable plans to manage goals and tasks efficiently
- Adapt to shifting priorities while maintaining productivity
- Implement strategies to minimise time-wasting activities
- Use practical tools to improve planning and prioritisation

These outcomes ensure that learners leave with skills they can apply immediately to improve daily performance.

How do we train and support you?

We use a highly interactive, practical methodology rooted in experiential learning. This ensures that every learner has the opportunity to apply new techniques, receive feedback, and reflect on personal development throughout the course.

Support elements include:

- Pre-training consultation for In-Company courses to tailor content to learner and organisational needs
- Facilitated skills practice sessions recorded for feedback and individual reflection, allowing learners to experiment in a safe, supportive space
- Guided post-training reflective activities designed to embed learning, support behavioural change, and identify future goals
- Optional personalised coaching sessions (either one-to-one or group-based)
- Live training is available virtually or delivered onsite to suit the needs of the team

Class sizes are generally limited to 12-15 participants to support personalised learning and individual support.

How can you progress?

Learners who complete this programme may progress to advanced leadership or project management training to further enhance their professional effectiveness.

Suggested next steps:

- Effective Meeting Skills
- Supervisory Management Skills
- Communication Essentials in the Workplace

This ensures continued professional development aligned to organisational needs.

Tutors



Gina Ryan
[View Profile](#)

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



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