



Time Management & Productivity

Training Agenda

Day 1	Welcome & Program Overview	10 Minutes	9:00 AM – 9:10 AM
	Time & Time Characteristics	30 Minutes	9:10 AM – 9:40 AM
	Time Management Concept	50 Minutes	9:40 AM – 10:30 AM
	Coffee Break	15 Minutes	10:30 AM – 10:45 AM
	Time Management Obstacles	30 Minutes	10:45 AM – 11:15 AM
	Productivity Concept	45 Minutes	11:45 AM – 12:00 PM
Day 2	Urgency as a Concept	30 Minutes	9:00 AM – 9:30 AM
	Sense of Urgency	60 Minutes	9:30 AM – 10:30 AM
	Coffee Break	15 Minutes	10:30 AM – 10:45 AM
	Goal Setting and Planning	30 Minutes	10:45 AM – 11:15 AM
	Developing Time Schedules	45 Minutes	11:15 AM – 12:00 PM
Day 3	Time Management Techniques	30 Minutes	9:00 AM – 9:30 AM
	Prioritization	60 Minutes	9:30 AM – 10:30 AM
	Coffee Break	15 Minutes	10:30 AM – 10:45 AM
	Time Distractions	30 Minutes	10:45 AM – 11:15 AM
	Workplace Distractions	45 Minutes	11:15 AM – 12:00 PM