

## PRIORITY, TIME, WORKFLOW & PRODUCTIVITY MANAGEMENT

<b>Start Date:</b>	01/12/2025	<b>End Date:</b>	05/12/2025
<b>Categories:</b>	Soft Skills	<b>Venues:</b>	Madrid
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

This program equips participants with essential skills to effectively manage priorities, optimize time utilization, streamline workflows, and enhance overall productivity in their professional roles.

### OBJECTIVES

By the end of this course, participants will be able to:

- Master prioritization frameworks like Eisenhower Matrix and MoSCoW to focus on high-impact tasks.
- Implement time-blocking and task batching techniques to maximize focused work periods.
- Analyze and redesign existing workflows to eliminate bottlenecks and improve efficiency.
- Develop strategies for managing distractions and maintaining peak productivity throughout the workday.
- Understand personal productivity styles and leverage them for sustained performance.
- Apply digital tools and techniques for efficient task and time management.

### COURSE OUTLINE

1- Strategic Prioritization Techniques 2- Effective Time Management & Scheduling 3- Workflow Analysis & Optimization 4- Productivity Enhancement Strategies

### TARGET AUDIENCE

Professionals at all levels seeking to improve their personal and team productivity, including managers, team leads, individual contributors, and administrative staff.

### METHODOLOGY

A blend of interactive lectures, case studies, group discussions, practical exercises, and individual action planning to ensure immediate applicability of learned concepts.

### CONCLUSION

Participants will leave with a personalized action plan and a toolkit of strategies to immediately enhance their priority management, time efficiency, workflow effectiveness, and overall productivity.

## DAILY AGENDA

### Day 1: Mastering Priorities

Focus on understanding different prioritization models and applying them to daily tasks and long-term goals.

### Day 2: Conquering Time

Explore techniques for effective time management, including scheduling, delegation, and combating procrastination.

### Day 3: Analyze current processes, identify inefficiencies and redesign workflows

Analyze current processes to identify inefficiencies and redesign workflows for smoother execution.

### Day 4: Boosting Productivity

Learn strategies to minimize distractions, manage energy levels, and maintain focus for sustained output.

### Day 5: Sustaining Performance

Develop habits and leverage tools for continuous improvement in productivity and time management.

*For more information, please contact us:*

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