PRIORITY, TIME, WORKFLOW & PRODUCTIVITY MANAGEMENT

Start Date:	11/01/2027	End Date:	15/01/2027
Categories:	Soft Skills	Venues:	Madrid
Formats:	In Person	Instructors:	

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.