
TIME MANAGEMENT – FULL SOFT SKILL TRAINING GUIDE

LEVEL	BASIC	ROLE	BUSINESS USERS
DURATION	1 DAY	PRODUCT	CAREER DEVELOPMENT

1. Introduction

Time Management is the process of organizing and planning how to divide your time between different activities effectively. Good time management helps you work smarter—not harder—so you can achieve more in less time, even under pressure and tight deadlines.

2. Learning Objectives

- By the end of this session, learners will be able to:
- Define time management and its importance in professional success
- Apply proven techniques to prioritize and schedule tasks
- Identify time-wasters and manage distractions
- Use tools and strategies to improve productivity and balance workload

3. The Importance of Time Management

- Effective time management allows professionals to:
- Increase productivity and efficiency
- Reduce stress and avoid burnout
- Improve decision-making and focus
- Achieve a healthy work-life balance

- Enhance credibility and reliability

4. Core Principles of Time Management

1. Set Clear Goals – Use SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
2. Prioritize Tasks – Focus on what matters most using methods like the *Eisenhower Matrix*.
3. Plan Ahead – Create daily, weekly, or monthly schedules.
4. Avoid Multitasking – Concentrate on one task at a time for quality and focus.
5. Set Deadlines – Commit to realistic time frames for each task.
6. Eliminate Distractions – Manage notifications and set focus hours.
7. Take Breaks – Use short breaks to refresh your mind.
8. Reflect & Improve – Review how you spend your time and refine your habits weekly.

5. Proven Time Management Techniques

• Technique	• Description	• How to Apply
• Eisenhower Matrix	• Categorize tasks by urgency and importance	• Do first: Important & Urgent; Schedule: Important but Not Urgent
• Pomodoro Technique	• Focus for 25 mins, then rest 5 mins	• Use a timer to maintain focus and avoid fatigue
• Pareto Principle (80/20 Rule)	• 80% of results come from 20% of effort	• Identify key tasks that yield the highest impact
• Time Blocking	• Allocate blocks of time to activities	• Reserve dedicated periods for key tasks in your calendar

- | | | |
|--------------|--------------------------|---|
| • Technique | • Description | • How to Apply |
| • ABC Method | • Rank tasks by priority | • A = Critical, B = Important, C = Optional |
-

6. Overcoming Time Management Challenges

- Common challenges include:
 - Procrastination → Break large tasks into smaller steps.
 - Distractions → Use focus tools or quiet workspaces.
 - Unclear priorities → Revisit your goals regularly.
 - Overcommitment → Learn to say “no” when necessary.
-

7. Tools and Resources

- Recommended digital tools:
 - Microsoft To Do
 - Outlook Calendar
 - Microsoft Planner
 - Trello or Asana
 - Focus To-Do (Pomodoro timer)
-

8. Reflection & Practice

- Try This:
 - Track your daily activities for one week.
 - Identify “time leaks” and list 3 actions to improve efficiency.
 - Schedule one full day using Time Blocking.
-

9. Quick Quiz & Reflection

1. What is the main benefit of setting SMART goals?
 2. How does the Eisenhower Matrix help prioritize tasks?
 3. What's the key idea behind the 80/20 rule?
 4. List two tools you can use to plan and track your tasks.
 5. Reflect: What one change will you make this week to manage your time better?
-

10. Summary

Time management is not about being busy—it's about being effective.

By applying the right techniques, setting priorities, and staying consistent, you can achieve your goals with less stress and greater focus.

Further Information:

For More information, or to book your course

Course / workshop: Time Management

<https://smartteklearning.com/Course/time-management/4>

<https://smartteklearning.com>

info@smartteklearning.com