Prioritizing Your Time Effectively

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Time is limited, so getting the most out of every minute is critical. In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their time. Students will acquire time management tools and decision-making techniques to help focus on purpose and achieve your goals, balancing the needs of both business and personal life. Private classes on this topic are available. We can address your organization’s issues, time constraints, and save you money, too. Contact us to find out how. This course has been approved for 7 PDUs | 7 CDUs

About This Course

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Who Should Attend

Professionals wishing to maximize their productivity and efficiency by investing their time more effectively will benefit from this course.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Time Management Prioritization Organization Workflow Productivity

Detailed Course Outline

Wise Time Management

- Identifying Time Wasters
- Applying the 80/20 Rule
- Utilizing Calendars
- Creating Rituals

Prioritizing Your Time

- Taking Charge of Your Time
- Protecting Your Time through Assertiveness
- Planning Wisely

Managing Workflow

- Managing the Power of Your Productivity Journal
- Finding Hidden Time
- Chunking, Blocking, and Tackling

Organizing Your Workspace

- Decluttering
- Taking Control over Email

Tackling Procrastination

- Knowing Why You Procrastinate
- Nine Ways to Avoid Procrastination

Crisis Management

- Weathering the Storm
- Creating and Executing a Plan
- Applying Lessons Learned

Increase Your Productivity

- Applying Productivity Tools
- Finding What Works
- Eliminating the Word \'Should\'
- Building on Success

Upcoming Schedule

Available training dates for Prioritizing Your Time Effectively:

Start Date	End Date	Location	Delivery	Price
30 Nov 2026	30 Nov 2026	Online	Virtual	€795.00

Frequently Asked Questions

Q: What delivery options are available for Prioritizing Your Time Effectively?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Prioritizing Your Time Effectively course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Prioritizing Your Time Effectively training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Prioritizing Your Time Effectively?

Yes, we provide corporate training, dedicated training, and closed classes for Prioritizing Your Time Effectively. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Prioritizing Your Time Effectively?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Prioritizing Your Time Effectively training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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