

Time Management Essentials

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Embark on a transformative journey with our Time Management Essentials workshop, where participants will unlock the secrets to efficiency. Time management is the systematic process of planning, organizing, prioritizing, and controlling activities and tasks within a specific duration to optimize productivity efficiency and achieve personal or professional goals. This workshop goes beyond traditional time management, offering practical insights and tools to enhance productivity, reduce stress, and create a more fulfilling life. Through engaging activities and interactive sessions, participants will learn to navigate the complexities of modern life with grace and purpose.

Why Attend

The workshop employs a dynamic blend of interactive sessions, self-assessments, and real-world applications. Participants will experience hands-on exercises to reinforce key concepts, and facilitators will guide discussions and provide personalized feedback to ensure adequate skill transfer.

Who Should Attend

This workshop is designed for individuals seeking to enhance their time management skills at any career stage. It is ideal for those navigating the challenges of balancing work, personal commitments, and self-development. Whether you're a seasoned professional or an aspiring trainee, this workshop provides practical tools for

— Learning Objectives

- Explain how time is a finite resource and its impact on personal and professional success
- Apply practical skills in prioritization, time blocking, and goal-setting
- Make better decisions in high-pressure situations to demonstrate resilience and flexibility in a fast-paced environment

Course Outline

DAY
1

Managing Time and Enhancing Productivity

- Productivity and the 1% principle
- Global Practices for Managing Self and Time
- Pomodoro Technique
- Eisenhower Matrix
- ABCDE Method
- The 3-3-3 Method
- Additional methodologies

DAY
2

Scheduling: From Yearly to Daily

- The importance of a yearly perspective
- Blocking time for errands and tasks
- Translating errands and tasks to a daily to do list
- Scheduling for the unforeseen [MN1]

DAY
3

Stress Resilience and Wellbeing through Time Management

- Symptoms and causes of stress and work pressures
- Strategies and methods of adaptation
- Exercise and diet
- Support Network, Attitudes, and Expectations
- Emotional control and emotional intelligence

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Amsterdam - Netherlands	€2,125
9 - 13 November 2026	London - United Kingdom	€2,100
14 - 18 December 2026	Istanbul - Türkiye	€1,425
18 - 22 January 2027	London - United Kingdom	€2,100
15 - 19 February 2027	Munich - Germany	€2,125
15 - 19 March 2027	Kuala Lumpur - Malaysia	€1,400
19 - 23 April 2027	Munich - Germany	€2,125
17 - 21 May 2027	Amsterdam - Netherlands	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.