Time Management: The Fast and Easy Way to Boost Productivity

Category: Project Management & Business Skills | **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

Modern life is busy. With so many distractions and demands on our attention, wasting time is easy to do. That's why improving time management skills has never been more important to your success.

About This Course

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Learning Outcomes

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

The benefits of time management training:
Train your team to be proactive not reactive.
Get people to stop and think about their time to prevent them working in auto-pilot.
Improve your organisation’s productivity by getting people to focus on the most important tasks and then getting them done.
Reduce stress by coaching people to complete tasks on time and cut procrastination.
Improve the quality of tasks completed by ensuring your team are not always rushing to finish projects on time.
Improve people’s work/life balance by ensuring time is used as efficiently as possible. No more working late simply because time was used poorly.
This training course will really make participants think about their time and work efficiency.
Objectives:
By the end of this time management training course participants will be able to:
Recognise what prevents them from making the best use of their time
Make necessary long medium and short term plans to help schedule and organise activities
Manage their ‘To Do List’ effectively
Control interruptions so they have limited impact
Recognise and manage common time wasters
Identify why they procrastinate and how to manage it

Detailed Course Outline

What are your time bandits

- An activity that encourages participants to work together to identify what prevents them making the best use of their time

If I had more time

- Participants ponder what they would do if extra time is available to them .

Ambitions and Long Term Goals

- Participants complete our aspirations questionnaire to help them identify their long term goals.

Turning Goals into Reality

- An activity to help participants plan the activities which turns ambition into reality.

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- A look at medium and short term planning.

Managing Interruptions

- Identifying and management of interruptions that interfere with our effectiveness.

Procrastination

- Activities to help participants recognise that they procrastinate, why they do it and how to manage it.

Managing meetings

- We investigate the cost of poorly managed or unnecessary meetings and consider how to overcome these issues.

Delegation

- Participants examine some delegation advice from famous people and consider the relevance to themselves.

Additional Course Details

Nexus Humans Time Management: The Fast and Easy Way to Boost Productivity training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Time Management: The Fast and Easy Way to Boost Productivity course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Time Management: The Fast and Easy Way to Boost Productivity?

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 Time Management: The Fast and Easy Way to Boost Productivity 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 Time Management: The Fast and Easy Way to Boost Productivity 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 Time Management: The Fast and Easy Way to Boost Productivity?

Yes, we provide corporate training, dedicated training, and closed classes for Time Management: The Fast and Easy Way to Boost Productivity. 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 Time Management: The Fast and Easy Way to Boost Productivity?

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 Time Management: The Fast and Easy Way to Boost Productivity training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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