Time Management and Prioritization for Administrators Training Course

07 - 11 Dec 2026

Tokyo

5800 € (Per Person)

Ref: #EA4312_27951

Course Introduction / Overview:

In today's fast-paced corporate environment, the role of an office administrator is more critical and demanding than ever. Juggling multiple tasks, managing competing priorities, and handling constant interruptions are daily challenges that can lead to stress and reduced efficiency. This training course is meticulously designed to transform administrative professionals into masters of productivity and organizational effectiveness. Drawing upon foundational principles from experts like Stephen Covey, author of "The 7 Habits of Highly Effective People," we delve deep into practical strategies such as the Time Management Matrix to distinguish between the urgent and the important. This program offered by BIG BEN Training Center goes beyond simple tips and tricks, providing a comprehensive framework for optimizing workflows, mastering scheduling, and reclaiming control over your workday. Participants will learn to build a robust, personalized time management system that not only enhances their professional performance but also contributes to a healthier work-life balance. This course is an investment in developing core competencies that are indispensable for any successful administrative career, ensuring you can navigate the complexities of the modern office with confidence and skill.

Target Audience / This training course is suitable for:

- Office Administrators.
- Executive Assistants.
- Personal Assistants.
- Administrative Coordinators.
- Office Managers.
- Secretaries.
- Support Staff and Team Assistants.
- Project Administrators.
- Anyone in an administrative support role seeking to improve their efficiency.

Target Sectors and Industries:

- Corporate and Commercial Sectors.
- Healthcare and Medical Administration.
- Education and Academia.
- Finance and Banking.
- Technology and IT Services.
- Legal and Professional Services.
- Government and Public Sector Organizations.
- Non-Profit and Charitable Organizations.
- Hospitality and Real Estate.

Target Organizations Departments:

- Administration Department.
- Human Resources.
- Executive and C-Level Offices.
- Finance and Accounting.
- Sales and Marketing Support.
- Operations and Logistics.
- Customer Service Departments.
- Legal and Compliance.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a personalized time management system tailored to their specific role.
- Apply advanced prioritization techniques like the Eisenhower Matrix and Pareto Principle.
- Master calendar management and strategic scheduling to optimize the workday.
- Implement effective strategies for managing workplace interruptions and distractions.
- Enhance workflow efficiency through task batching and time blocking methods.
- Improve communication skills for managing expectations and delegating tasks.
- Utilize technology and digital tools to automate and streamline administrative duties.
- Build resilience against workplace stress and prevent professional burnout.
- Set and achieve professional goals using SMART criteria.
- Conduct effective weekly reviews to track progress and adjust plans.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, engaging, and practical, ensuring that participants can immediately apply what they learn in their professional roles. We move beyond traditional lectures to create an immersive, experiential learning environment. The course heavily relies on real-world case studies where participants analyze and solve common administrative challenges, such as managing conflicting executive schedules or reorganizing a chaotic workflow. Collaborative group discussions and brainstorming sessions encourage the sharing of experiences and best practices among peers, fostering a rich learning community. Practical exercises, including creating personal time management plans and role-playing scenarios for handling difficult requests, are integrated throughout the five days. This hands-on approach solidifies understanding and builds confidence. Our expert instructors provide continuous, constructive feedback to guide each participant's development. The methodology focuses on building sustainable habits and systems, not just providing temporary solutions, empowering administrators to achieve long-term efficiency and professional growth.

Course Agenda (Course Units):

Unit One Foundations of Effective Time Management

- The core principles of productivity and efficiency in an administrative role.
- Conducting a personal time audit to identify time-wasting activities.
- Understanding the psychology behind procrastination and how to overcome it.
- Setting clear and achievable professional goals using the SMART framework.
- Differentiating between being busy and being productive.
- Introduction to key time management theories and models.
- Establishing a proactive mindset for managing your workload.

Unit Two Mastering Prioritization and Task Management

- Applying the Eisenhower Urgent/Important Matrix to daily tasks.
- Utilizing the Pareto Principle (80/20 Rule) to focus on high-impact activities.
- Techniques for creating and managing effective to-do lists.
- The art of breaking down large projects into small, manageable steps.
- Strategies for managing and organizing a high volume of emails.
- Introduction to digital task management applications and tools.
- How to effectively categorize and batch similar tasks for improved focus.

Unit Three Strategic Scheduling and Workflow Optimization

- Mastering calendar management for individuals and teams.
- Implementing time blocking techniques to protect time for deep work.
- Planning and executing an efficient daily and weekly schedule.
- Best practices for organizing and running productive meetings.
- Optimizing physical and digital workspaces for maximum efficiency.
- Managing recurring tasks and building efficient routines.
- How to handle ad-hoc requests without disrupting your planned workflow.

Unit Four Managing Interruptions and Professional Communication

- Identifying sources of workplace distractions and how to minimize them.
- Developing assertive communication skills to manage interruptions politely.
- Learning to say 'no' to non-essential requests professionally.
- Effective delegation strategies for administrative professionals.
- Managing the expectations of supervisors and colleagues.
- Techniques for clear, concise, and effective written and verbal communication.
- Streamlining communication channels to reduce unnecessary back-and-forth.

Unit Five Advanced Strategies for Peak Administrative Performance

- Applying the Pomodoro Technique to maintain high levels of concentration.
- Developing strategies for managing stress and avoiding burnout.
- Leveraging technology to automate repetitive administrative tasks.
- Building a system for continuous improvement and self-assessment.
- Creating a personalized, long-term time management and productivity plan.
- The importance of the weekly review for staying on track.
- Planning for peak periods and managing fluctuating workloads effectively.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an era of constant digital connectivity, is the traditional concept of 'work-life balance' achievable for an administrator, or should the focus shift to 'work-life integration' through superior time management?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by moving beyond generic time management advice and focusing intently on the specific, multifaceted challenges faced by office administrators. Unlike programs that offer a one-size-fits-all solution, our curriculum is built around real-world administrative scenarios, from managing multiple executives' calendars to handling last-minute project demands. We emphasize the creation of a personalized and sustainable time management *system*, rather than just a collection of disconnected tips. A significant portion of the course is dedicated to the psychological aspects of productivity, addressing critical topics like managing stress, overcoming procrastination, and building the assertive communication skills necessary to protect one's time and focus. The methodology is deeply practical, prioritizing hands-on exercises, case studies, and peer-to-peer learning over passive lectures. Participants leave not only with new knowledge but with a concrete action plan and the confidence to implement it immediately, ensuring a tangible and lasting impact on their professional efficiency and well-being.