Strategic Time Management and Priority Setting Training Course



21 - 25 Dec 2026

Cape town

4600 € (Per Person)

Ref: #PRO2351_279360

Course Introduction / Overview:

In today's fast-paced professional landscape, the ability to manage time effectively is no longer a soft skill but a critical driver of success and strategic advantage. This course moves beyond conventional time management tips to offer a comprehensive framework for strategic prioritization and execution. It is designed to transform your relationship with time, enabling you to focus on what truly matters and achieve significant results. Drawing upon foundational principles from thought leaders like Stephen Covey, author of "The 7 Habits of Highly Effective People," this program emphasizes the shift from mere efficiency to genuine effectiveness. Participants will explore how to align their daily actions with their long-term strategic goals, a concept central to the work of management consultant Peter Drucker. At BIG BEN Training Center, we have developed a curriculum that integrates psychological insights into habit formation with practical, actionable frameworks for workload management, focus enhancement, and decision-making. This training course provides the tools and mindset necessary to navigate complexities, reduce stress, and reclaim control over your professional and personal life, ensuring sustainable productivity and impactful performance.

Target Audience / This training course is suitable for:

- Managers and Team Leaders.
- Project Managers and Program Coordinators.
- Executives and Senior Leadership.
- Entrepreneurs and Business Owners.
- Administrative and Executive Assistants.
- Consultants and Freelancers.
- Any professional seeking to enhance productivity and reduce work-related stress.
- Academics and Researchers.

Target Sectors and Industries:

- Information Technology and Software Development.
- Banking, Finance, and Insurance.
- Healthcare and Pharmaceuticals.
- Engineering and Manufacturing.
- Consulting and Professional Services.
- Telecommunications.
- Retail and E-commerce.
- Government Agencies and Public Sector Organizations.
- Non-Profit and Educational Institutions.

Target Organizations Departments:

- Operations and Logistics.
- Human Resources and Talent Development.
- Project Management Office (PMO).
- Sales and Business Development.
- Marketing and Communications.
- Research and Development (R&D).
- Finance and Accounting.
- Customer Service and Support.
- Information Technology (IT).

Course Offerings:

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

- Develop a strategic mindset for prioritizing tasks based on organizational goals.
- Master advanced prioritization techniques like the Eisenhower Matrix and Pareto Analysis.
- Implement effective time blocking and focus management strategies to combat distractions.
- Build robust systems for managing workload, emails, and digital information overload.
- Enhance delegation skills to empower teams and optimize resource allocation.
- Conduct and manage meetings efficiently to save time and drive clear outcomes.
- Apply principles of energy management to maintain high performance throughout the day.
- Create a personalized productivity system that aligns with their work style and responsibilities.
- Utilize digital tools and technologies to streamline workflow and automate routine tasks.
- Cultivate sustainable habits for long-term productivity and work-life integration.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and participant-centered, ensuring that learning is not only absorbed but also readily applicable in the workplace. We move beyond traditional lecture-based formats to create an immersive learning environment. The course incorporates a blend of expert-led presentations, real-world case study analyses, and dynamic group discussions that encourage peer-to-peer learning and the sharing of diverse perspectives. A significant portion of the training is dedicated to hands-on exercises, including prioritization simulations, personal workflow audits, and goal-setting workshops. Participants will engage in collaborative problem-solving activities and receive personalized coaching and constructive feedback from our experienced instructors. This approach allows for the immediate application of concepts like the Pareto Principle and time blocking in a supportive setting. Our methodology ensures that participants leave not just with new knowledge, but with the confidence and practical skills to implement strategic time management and prioritization techniques effectively within their unique professional contexts.

Course Agenda (Course Units):

Unit One: The Foundations of Strategic Time Management

- The evolution from time management to attention and energy management.
- Conducting a personal time audit to identify productivity gaps.
- Understanding the psychology of procrastination and developing countermeasures.
- Setting SMART goals and aligning them with strategic objectives.
- The critical difference between being busy and being effective.
- Mindset shifts for cultivating a proactive and disciplined approach.
- Identifying and overcoming common time-wasting habits.

Unit Two: Mastering Prioritization Frameworks

- Deep dive into the Eisenhower Matrix for urgency and importance.
- Applying the Pareto Principle (80/20 Rule) to identify high-impact tasks.
- Utilizing the MoSCoW method for project and product requirements.
- Implementing the RICE scoring model for objective prioritization.
- The ABCDE method for daily task list management.
- Balancing reactive work with proactive, strategic initiatives.
- Techniques for prioritizing when everything seems important.

Unit Three: Advanced Productivity and Execution Techniques

- The art of time blocking and calendar management for deep work.
- Implementing the Pomodoro Technique to enhance focus and prevent burnout.
- Strategies for managing digital distractions and workplace interruptions.
- The "Two-Minute Rule" for handling small tasks efficiently.
- Batching similar tasks to improve cognitive workflow.
- Developing effective systems for note-taking and information capture.
- Mastering the art of single-tasking for higher quality output.

Unit Four: Managing Workload, Delegation, and Meetings

- Techniques for accurately estimating task duration and workload.
- The principles of effective delegation for leaders and team members.
- Learning to say "no" strategically to protect your priorities.
- Best practices for running shorter, more effective meetings.
- Managing email overload with structured systems and processes.
- Strategies for managing stakeholder expectations and deadlines.
- Balancing planned work with unexpected urgent requests.

Unit Five: Sustaining High Performance and Long-Term Planning

- Building sustainable habits for long-term productivity.
- Leveraging technology and digital tools for workflow automation.
- Conducting weekly and monthly reviews for continuous improvement.
- Developing strategies for effective long-term strategic planning.
- Integrating work and life for sustainable performance and well-being.
- Techniques for managing stress and avoiding professional burnout.
- Creating a personalized action plan for ongoing development.

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 true 'time management' about controlling time, or is it more about managing our focus and energy within the time we have?

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

This training course distinguishes itself by moving beyond superficial productivity hacks and focusing on the development of a deep, strategic mindset towards time and priority management. Unlike programs that offer a one-size-fits-all list of tools, this course emphasizes the underlying principles and psychological drivers of effectiveness. We guide participants in designing a personalized productivity system that aligns with their specific role, industry, and personal work style, ensuring relevance and long-term sustainability. The curriculum uniquely integrates classic management theories from thinkers like Covey and Drucker with modern challenges such as digital distraction and energy management. A key differentiator is our focus on the strategic alignment of daily tasks with overarching organizational goals, transforming participants from task-doers into strategic contributors. The highly interactive methodology, rich with real-world case studies and personalized feedback, ensures that learning is practical and immediately applicable. We don't just teach you how to manage a to-do list; we empower you to make high-impact decisions, lead with focus, and achieve a sustainable work-life integration that fosters both professional success and personal well-being.