

Mastering Time Management

Proven Strategies Enhanced by AI

Work smarter, prioritise better, and regain control of your time using proven productivity frameworks enhanced with AI tools. This practical and results-driven course is designed to help professionals manage time more effectively by combining classic time management techniques with modern AI-powered productivity tools. Participants learn how to plan better, reduce distractions, and execute with clarity—without working longer hours.

Duration

3 Hours

Delivery Mode

Online or Face-to-Face

Methodology

Interactive, practical, real-life examples



Trainer & Coach

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Certified Manager Coach & Smart Leadership

Master Black Belt - Lean Six Sigma

Accredited Trainer CPD Group UK

Course Content & Key Benefits

Who Should Attend

- Managers & Team Leaders
- Professionals & Executives
- Entrepreneurs & Business Owners
- Anyone feeling overwhelmed by workload and deadlines

What You Will Learn

- How to identify and eliminate time wasters
- How to prioritise high-impact tasks effectively
- How to plan days and weeks with clarity
- How to improve focus and reduce overload
- How to use AI tools to support planning and productivity

Key Benefits

This course delivers tangible improvements to your daily work life through practical, immediately applicable strategies.

- Improved productivity and time control
- Reduced stress and overwhelm
- Better focus and execution
- Smarter use of AI in daily work
- More results in less time

Prioritisation & Goal Alignment

Learn to identify and focus on high-impact tasks that drive real results

Planning & Scheduling Techniques

Master proven frameworks for structuring your days and weeks with clarity

Focus & Distraction Management

Develop strategies to maintain concentration and eliminate interruptions

AI-Enhanced Productivity

Use AI as a productivity assistant for planning, reminders, task organisation, and automating low-value repetitive tasks

