

cto

corporate training options

About Us

Our mission at CTO is empowering people through learning that drives lasting growth and organisational success.

With that focus, we provide high-quality, practical training designed to help individuals and organisations build skills, improve performance and adapt to an ever changing business environment.

With experienced trainers and flexible delivery options, CTO provides engaging, results-focused learning designed to strengthen capability and support long-term business success.

*“Hope is NOT a
Development Plan.”*

Time Management

Other Planning & Organisation Courses

- Strategic Planning
- Goals and Goal Setting
- Project Management

Other Personal Development Courses

- Stress Management
- Conflict Management
- Developing Assertiveness
- Goals and Goal Setting
- Professionalism in the Office
- Effective Communication
- Business Etiquette and Professionalism

Skills that Build Teams that Win

Contact Us

We would love to collaborate with you



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www.cto.com.au

*Our trainers are located all across
Australia.*

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Time Management

The Challenge

Everyone has the same 24 hours, yet some people accomplish far more than others. The difference isn't working longer hours —it's working on the right things at the right times. Poor time management creates stress, missed deadlines and the frustrating feeling of being constantly busy without achieving what matters. Effective time management is about priorities - not productivity hacks.

Educate, Elevate and Empower

What you will Learn

- ✓ Distinguish between urgent and important to focus on what truly matters
- ✓ Plan your time around priorities, not just demands
- ✓ Eliminate time-wasters and protect productive time
- ✓ Use scheduling and planning tools effectively
- ✓ Handle interruptions and manage competing demands
- ✓ Delegate appropriately to leverage your time
- ✓ Create sustainable work habits that maintain productivity

Who should Attend

This essential program is designed for busy professionals who want to accomplish more without working longer hours. Ideal participants include:

- Managers juggling multiple responsibilities
- Project managers coordinating complex schedules
- Individual contributors with demanding workloads
- Anyone feeling overwhelmed by time pressures

Course Delivery

- Online via Microsoft Teams
- Onsite at your Workplace
- Hybrid (combination of both)

Duration

- Full Day Course

Group Sizes

Our prices are based on group sizes and not per person (the more the merrier)

- 1 - 3 trainees
- 4 - 15 trainees
- 16 - 20 trainees

Pre Requisites

None - Open to all

Course Modules

Module 1. Rethinking Time management

- Why Time management is a priorities problem not a productivity hacks problem
- The business case - How poor time management drives stress, missed deadlines and burnout
- The "busy but not productive" trap. Why activity isn't the same as achievement
- Common time management myths that don't hold up in practice

Module 2. Urgent vs Important

- The difference between urgent and important and why we default to urgent
- A framework for sorting tasks by true priority not just deadline pressure
- Why "important but not urgent" work gets squeezed out and what that costs
- Recognising false urgency in your day-to-day

Module 3. Planning around Priorities

- Building your schedule around priorities first demands second
- Why planning your week beats planning your day
- Aligning daily tasks to bigger goals not just the inbox
- A simple framework for weekly and daily priority planning

Module 4. Eliminating Time-Wasters

- Identifying where your time actually goes versus where you think it goes
- Common time-wasters and the habits that enable them
- Protecting productive time from low-value distractions
- Building structure that defends your focus by default

Module 5. tools and Systems that work

- Choosing scheduling and planning tools that fit how you actually work
- Calendar discipline - time-blocking, buffers and realistic estimating
- Avoiding tool overload, Keeping your system simple enough to sustain
- Reviewing and adjusting your system as priorities shift

Module 6. Handling Interruptions and Competing Demands

- Why interruptions cost more than the time they take
- Strategies for managing interruptions without damaging relationships
- Triaging competing demands when everything feels urgent
- Protecting focus time in an open, always - on work environment

Module 7. Delegating to Leverage your Time

- Why delegation is a time management skill not just a leadership one
- Identifying what should be delegated and what shouldn't
- Delegating effectively so the work doesn't boomerang back
- Overcoming the barriers that stop people delegating well

Module 8. Building Sustainable Habits

- Moving from short bursts of productivity to habits that last
- Designing routines that support focus, energy and recovery
- Reviewing what's working and adjusting before burnout forces it
- A personal time management plan to carry forward

Educate, Elevate and Empower -