

Time Management

Take control of your time.
Build focus that lasts.



BETTER TIME MANAGEMENT OPTIMIZED OUTCOMES

Gain clarity, **reduce pressure**, and take ownership of how **work gets done**

In today's workplaces, demands are constant. Priorities compete. Deadlines overlap.

Interruptions are part of daily work.

WHY CAREER PLANNING MATTERS

Without effective time management, many professionals experience:

- Constant busyness with limited progress
- Missed priorities and rushed decisions
- Increased stress and fatigue
- Reactive rather than intentional ways of working

Time Management helps professionals step back, understand how time is being used, and take control of their workload with purpose.

PROGRAMME OVERVIEW

Time Management helps participants understand:

- How time is used in modern work environments
- Where time is commonly lost or misdirected
- How priorities should be set and reviewed
- How to plan work with structure and clarity
- How to manage workload without unnecessary stress

Participants learn how to assess their current approach to time, identify practical improvements, and apply simple tools immediately.

The result:

greater control, improved efficiency, and a more balanced approach to work.

Time is not managed by working harder.
It is managed by **working with intention.**

This programme helps professionals understand how careers evolve and build a clear approach to development.

Accredited and **quality assured**



What this programme Prepares you to do

Time Management equips professionals to take ownership of their time, focus on high-impact activities, and operate more effectively under pressure.

The programme emphasises practical application – helping participants translate insight into daily habits that improve performance and reduce stress.

PARTICIPANTS DEVELOP THE CAPABILITY TO

- Understand how time is currently used in daily work
- Identify time wasters and productivity barriers
- Set priorities based on importance and urgency
- Plan and structure work more effectively
- Manage workload and competing deadlines
- Maintain focus under pressure and interruption
- Apply practical tools to improve daily productivity
- Build disciplined habits that support long-term time control

OUTCOMES FOR PARTICIPANTS

- Manage time more effectively
- Prioritise tasks with clarity and confidence
- Plan and structure work to meet deadlines
- Reduce stress caused by poor time control
- Maintain focus on high-value activities
- Apply practical tools to improve productivity
- Build habits that support long-term time control

Programme structure and **delivery options**

Programme Duration

3 learning hours

Delivery Format

Instructor-led (online)
Subject Matter Expert

Flexible Delivery

Adaptable for organisational requirements
And team-based rollouts

Organisation Bundles

Organisational packages and volume discounts available

Instructor-led delivery

Every training unit is delivered by subject-matter experts with real-world professional and organisational experience – ensuring learning is grounded, relevant, and immediately applicable.

HOW LEARNING IS APPLIED

This programme is focused on application in real workplace conditions, where time pressure, interruptions, and competing demands are part of everyday work.

PARTICIPANTS EXPLORE

- ✓ Apply time management tools to real work situations
- ✓ Reflect on current workload and pressure points
- ✓ Identify practical actions to improve daily productivity
- ✓ Translate time insight into day-to-day decision-making

THIS PROGRAMME IS DESIGNED FOR

- Employees managing multiple tasks or deadlines
- New employees adapting to workplace demands
- Professionals seeking improved work-life balance

COURSE PREREQUISITES

No prior specialist training is required.

The course is suitable for professionals at all levels, including those managing multiple responsibilities, adapting to new roles, or seeking greater balance and productivity.

PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Online formats

WHAT THIS TYPE OF TRAINING DELIVERS

Immediate Application

Apply time management tools directly to real work – not later, not theoretically

Performance Under Pressure

Manage workload, priorities, and deadlines effectively in fast-moving, high-pressure environments

Clarity in Collaboration

Plan time clearly and coordinate tasks with others to reduce friction and misalignment

Stronger Decision-Making

Make better decisions about priorities, focus, and effort through improved time awareness

The result:

More focused professionals.

Better control of workload.

And learning that supports sustainable performance where it matters.

COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

Turning capability into national outcomes.



ASSESS

Understand the real operating world

What this Ensures

- Skills that match global industry demands, not generic international templates.



DESIGN

Build training that fits the sector

- Immediate operational impact, because training is built around real sector challenges.



DELIVER

Teach through Saudi SMEs and practitioners

- Lasting organisational capability through the adoption of performance-driven tools and behaviours.



SUSTAIN

Embed the change inside organisations

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

maximus academy
أكاديمية ماكسيموس

Training that fits your world

Info@maximusacademy.com | +966 9200 31313 | maximusacademy.com