

Leadership & Management Development



2.12 Managing Time and Tasks Effectively

The programmes within this Personal Development pillar are not “off-the-shelf” courses. They are designed as a menu of development options that can be combined, adapted and shaped to reflect what is really happening for individuals and teams within your organisation. What begins as a request for confidence, resilience or mindset support often reveals something deeper – identity, self-belief, emotional commitment or the ability to navigate change.

These outlines are therefore best read as catalysts for discussion – prompts to help you reflect on how people see themselves, how they show up at work and what inner shifts are required to unlock stronger performance and fulfilment. In practice, the most effective solutions often draw on complementary elements from across our other pillars – Communication, Management and Leadership, Business Development and Senior-Level Leadership and Talent Development. Every intervention we deliver is built in partnership with you, around your culture, your people and the outcomes you need to achieve.

Course Overview

Time is a limited resource, and effective time management supports productivity, wellbeing and performance. This practical one-day programme equips participants with tools to prioritise tasks, reduce distractions and manage workload confidently.

Participants will explore proven techniques for setting goals, staying focused and maintaining balance when demands intensify. They will leave with a more structured approach to managing time and increased confidence in their ability to deliver efficiently.

Who Should Attend

Relevant for anyone who wants to:

- Improve personal organisation and productivity
- Manage competing demands more effectively
- Reduce procrastination and wasted time
- Strengthen work-life balance and wellbeing

Suitable across all functions, roles and career stages.

Context

As workload increases and business priorities continue to shift, the ability to manage time and tasks effectively has never been more important. Managers and professionals are being asked to deliver more, often across multiple projects and stakeholders, while maintaining high quality and well-being. This requires clarity, personal discipline and smart prioritisation.

Within Expleo’s fast-paced environment, individuals must be able to distinguish what is urgent from what is truly important, organise their work to maximise productivity and protect time for deep thinking and value-adding tasks. This programme equips participants with practical tools and habits that deliver immediate impact, helping them stay focused, meet commitments and operate with greater confidence and control.

How Certification is Earned

Upon successful completion of this course, participants will be awarded a certificate of attendance from Expleo Academy.

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Course Objectives

By the end of the programme participants will be able to:

- Set clear and achievable goals and priorities
- Recognise time management challenges and address them proactively
- Enhance focus and minimise interruptions
- Use practical tools to plan tasks and manage workflow
- Create personal time management routines that improve consistency
- Sustain productivity while maintaining balance and wellbeing

Course Outline

1. Understanding Personal Productivity

- The value of effective time management
- Identifying opportunities to create more focus and control

2. Prioritisation Principles

- Defining goals aligned to what matters most
- Evaluating urgency, importance and expected outcomes

3. Handling Time Management Challenges

- Reducing procrastination and inefficiencies
- Managing distractions in a digital environment

4. Focus and Personal Discipline

- Practical techniques to maintain concentration
- Protecting time for priority tasks

5. Tools and Approaches for Daily Planning

- Simple scheduling, tracking and workflow techniques
- Adapting systems to personal working style

6. Balance and Sustainable Performance

- Setting boundaries to support wellbeing
- Maintaining energy and momentum over time

Training Methodology

A hands-on and practical approach including:

- Real time management exercises
- Practical tools and templates
- Facilitated group discussion
- Reflection and action planning

Delegates leave with practical strategies to improve focus, productivity and overall performance.

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