Course : Time management and prioritization

Practical course - 1d - 7h00 - Ref. LUP
Price : 790 € E.T.

NEW

Learn how to regain control of your schedule. This training course will help you identify your priorities, adopt simple methods and set effective limits to manage the unexpected. Gain clarity, serenity and efficiency the very next day.

Teaching objectives

At the end of the training, the participant will be able to:

- Identify work habits and their impact on performance.
- Structure activities according to priorities and constraints.
- Use time management methods and tools adapted to your context.
- Set up a sustainable and realistic personal organization.

Intended audience

Anyone wishing to improve their time management, prioritize more effectively and enhance their professional efficiency, whatever their position or sector of activity.

Prerequisites

No

Course schedule

1 Understand how you deal with time

- Identify work habits and their effects on performance.
- Understand the cognitive mechanisms involved in time management and change.
- Identify psychological obstacles and resistance to new organizational methods.

Hands-on work
Self-diagnosis of your time profile and identification of time-wasting situations.

2 Clarify your organization and prioritize effectively

- Structure your day according to your goals and energy.
- Identify the important vs. the urgent using the Eisenhower matrix.
- Use simple tools: Pomodoro method, MoSCoW, To-Do list, visual planning.
- Communicate effectively about your organization to manage expectations.

Hands-on work
Build a personal organization plan and simulate a typical day.

3 Managing business interruptions and unforeseen events

- Identify sources of interruptions and their impact on concentration.
- Develop prevention and management strategies (routines, focus areas, e-mail management).
- Dealing with emergencies while maintaining priorities.

Hands-on work
Simulation of a typical day.

4 Consolidating a sustainable working method

- Integrate best practices into your professional environment.
- Identify personal levers of motivation and discipline.
- Create a ritual for planning and monitoring tasks.
- Evaluate your progress and adjust your organization system.

Hands-on work
Draw up a personal action plan for continuous improvement.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 20 Mar., 5 June, 9 Sep., 30 Nov.

BRUXELLES
2026 : 20 Mar., 29 May, 2 Sep., 23 Nov.

LUXEMBOURG
2026 : 29 May, 2 Sep., 23 Nov.