

# € TRAINING

Conference on Effective Work Planning for  
Peak Productivity



11 - 15 November 2024  
Kuala Lumpur (Malaysia)



# Conference on Effective Work Planning for Peak Productivity

REF: C653 DATE: 11 - 15 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5850 Euro

## Introduction:

This conference is designed to equip professionals with the skills and tools necessary to manage their time, tasks, and workload more efficiently. Participants will learn how to prioritize tasks, organize work schedules, and implement time management techniques to enhance productivity and reduce stress. It empowers them to optimize their work planning and achieve their goals effectively.

## Conference Objectives:

By the end of this conference, participants will be able to:

- Develop effective time management strategies for personal and professional tasks.
- Prioritize tasks and projects to improve productivity and efficiency.
- Implement work planning techniques to organize daily and long-term goals.
- Utilize tools and technologies to streamline task management.
- Balance workload to prevent burnout and improve work-life integration.

## Targeted Audience:

- Team Leaders and Managers.
- Project Managers.
- Administrative Professionals.
- Entrepreneurs.
- Employees seeking to enhance productivity.

## Conference Outline:

### Unit 1:

#### Fundamentals of Time Management:

- Identifying time-wasters and strategies to overcome them.
- Creating and maintaining a structured daily schedule.

- The role of focus and concentration in managing time effectively.
- Setting achievable deadlines and time expectations.
- Time-blocking techniques to enhance productivity.

## Unit 2:

### Task Prioritization Techniques:

- Prioritizing tasks based on urgency and importance.
- Utilizing the Eisenhower Matrix for decision-making.
- Managing multiple priorities in high-pressure environments.
- Effective task delegation to optimize team performance.
- Reviewing and adjusting task priorities as needed.

## Unit 3:

### Work Planning and Goal Setting:

- Developing detailed work plans aligned with goals.
- Breaking down large projects into manageable tasks.
- Using SMART goals to improve work planning.
- Aligning individual goals with team and organizational objectives.
- Monitoring progress and tracking milestones for success.

## Unit 4:

### Tools and Technology for Task Management:

- Introducing task management tools Trello, Asana, Todoist.
- Utilizing digital calendars for efficient scheduling.
- Automating repetitive tasks to save time.
- Managing team tasks with collaborative platforms.
- Integrating productivity apps into daily routines for planning.

## Unit 5:

### Maintaining Work-Life Balance and Preventing Burnout:

- Recognizing early signs of burnout and fatigue.
- Techniques for balancing personal and professional tasks.
- Importance of regular breaks and maintaining mental well-being.
- Setting boundaries to manage work effectively.
- Implementing self-care practices to sustain productivity.