London TDM

Administration and Office Management Training Courses

Course Venue: United Kingdom - London

Course Date: From 14 June 2026 To 18 June 2026

Course Place: London Paddington

Course Fees: 6,000 USD

Introduction

Welcome to the "Scheduling and Calendar Management" professional course. In today's fast-paced world, effective scheduling and calendar management are crucial skills for optimizing productivity and ensuring that deadlines are met without unnecessary stress. This course will provide you with the knowledge and tools to manage your time effectively, prioritize tasks, and utilize technology to simplify your scheduling processes.

Objectives

- Understand the importance of effective scheduling and calendar management.
- Learn various time management techniques and tools.
- Master digital calendars and scheduling software.
- Develop strategies for prioritizing tasks and managing workload.
- Enhance productivity and work-life balance through proficient planning.

Course Outlines

Day 1: Introduction to Scheduling and Calendar Management

- Overview of scheduling and its importance in professional settings.
- Key components of effective calendar management.
- Identifying personal time management challenges.
- Introduction to common scheduling tools and software.
- Setting personal and professional goals for calendar management.

Day 2: Time Management Techniques

- Understanding and applying the Eisenhower Box for prioritization.
- Exploring the Pomodoro Technique and time blocking.
- Techniques for reducing procrastination and enhancing focus.
- Balancing tasks: urgent vs. important.
- Developing personalized time management strategies.

Day 3: Mastering Scheduling Tools

- Overview of digital calendar applications (Google Calendar, Outlook, etc.).
- Advanced features of calendar tools for optimizing schedules.
- Sharing and collaborating through calendar invites.
- Integrating third-party applications for enhanced productivity.
- Creating recurring events and reminders efficiently.

Day 4: Prioritizing Tasks and Managing Workload

- Techniques for effective task prioritization.
- Managing overlapping schedules and conflicting priorities.
- Delegation: understanding when and how to delegate tasks.
- Managing workload to prevent burnout.
- Using calendars for personal time and self-care.

Day 5: Enhancing Productivity and Work-Life Balance

- Balancing professional responsibilities with personal activities.
- Implementing a routine that maximizes productivity.
- Adjusting schedules for unexpected events and changes.
- Utilizing feedback to improve scheduling practices.
- Final assessment and setting future personal goals for improvement.