

PRODUCTIVITY & MANAGEMENT SERIES

Time Management

Learn to plan better, stay organised, and achieve more every day — without working longer hours or feeling constantly overwhelmed.

"Manage Your Time. Maximize Your Productivity."

Time is one of the most valuable resources we have. Every person gets the same 24 hours in a day — but the way we use those hours makes all the difference. Some people accomplish a great deal while feeling calm and in control. Others feel constantly busy, always behind, and yet never seem to finish what truly matters. The difference is not talent or luck — it is time management.

Poor time management leads to missed deadlines, increased stress, poor quality work, damaged relationships, and a constant feeling of being overwhelmed. In contrast, good time management helps you complete more of the right tasks in less time, reduce stress, improve the quality of your work, and create space for the things in life that matter most to you.

The **Time Management** course at GroomX Finishing Academy is designed to help you take full control of your time. You will learn how to identify and eliminate time-wasters, prioritise tasks effectively, plan your day and week with purpose, overcome procrastination, set meaningful goals, and build the daily habits and systems that make productivity automatic rather than effortful.

This course is not just about working faster — it is about working smarter. Every tool and technique you learn is practical, immediately applicable, and designed to fit into a real, busy professional or personal life. By the end of this program, you will have a complete personal time management system that works consistently for you.

Why Choose This Course

Get more done in less time

Learn proven strategies to focus on what matters most — so you consistently accomplish more without working longer hours or burning out.

Eliminate stress and overwhelm

When you have a clear plan and system for your time, the constant feeling of being behind disappears — replaced by calm, focused control.

Prioritise with clarity and confidence

Learn how to identify your most important tasks each day and protect the time needed to complete them — without getting pulled in every direction.

Overcome procrastination for good

Understand why you procrastinate and use specific, practical techniques to break the habit and start taking consistent action on the things that matter.

Achieve better work-life balance

Good time management is not just about work — it is about creating a life where professional success and personal well-being coexist without constant sacrifice.

Build lasting productivity habits

The best time management system is the one you actually use. Learn to build habits and routines that make productivity automatic and sustainable long term.

Module Outline

1 Understanding time — why management matters

What does it really mean to manage time well? This foundational module explores the relationship between time, productivity, and well-being — and helps you honestly assess where your time currently goes and the gap between where you are and where you want to be.

2 Your time audit — knowing where your hours actually go

Most people have no accurate idea of how they actually spend their time each day. This module teaches you how to conduct a personal time audit — tracking your time honestly for a period and analysing the results — so you can identify your biggest time-wasters and make informed decisions about where to change.

3 Goal setting — knowing what you are working towards

Effective time management starts with knowing what you want to achieve. Learn how to set clear, meaningful goals using the SMART framework — and how to break big goals down into manageable daily and weekly actions so your time is always directed towards what truly matters to you.

4 Prioritisation — doing the right things first

Not all tasks are equally important. Learn the Eisenhower Matrix — a powerful tool for categorising tasks by urgency and importance — and use it to consistently spend the majority of your time on high-value activities rather than reactive, low-value busy work that fills your day without moving you forward.

5 Planning your day — the power of a structured daily plan

People who plan their day accomplish significantly more than those who simply react to whatever comes up. Learn how to create a simple, effective daily plan — including time blocking, protecting your peak productivity hours, and building in realistic buffers — so every day has direction, structure, and purpose.

6 Weekly planning — zooming out to see the bigger picture

Daily planning works best when it sits within a broader weekly plan. Learn how to review your week, carry forward unfinished priorities, plan upcoming commitments, and set your three most important goals for the week ahead — so you always maintain momentum and direction across a full working week.

7 Overcoming procrastination — taking action on what matters

Procrastination is one of the biggest enemies of good time management. This module goes deep into the psychology of procrastination — why we delay, what emotions drive it, and the specific triggers that cause us to avoid important tasks. You will learn practical techniques like the two-minute rule, temptation bundling, and breaking tasks into micro-steps to overcome procrastination consistently.

8 Managing distractions — protecting your focus

We live in the most distracted era in human history — notifications, social media, open offices, and constant interruptions compete for our attention every minute. Learn how to identify your personal distraction triggers, create a focused work environment, use techniques like deep work and the Pomodoro method, and protect your concentration for the tasks that need your best thinking.

9 Delegation and saying no — protecting your time from others

Your time is constantly being asked for by other people — through requests, meetings, interruptions, and tasks that belong to someone else. Learn when and how to delegate effectively, how to say no clearly and respectfully without damaging relationships, and how to protect your most valuable time from being consumed by other people's priorities.

10 Managing meetings — making meeting time productive

Meetings are one of the biggest time-wasters in any organisation when not managed well. Learn how to run shorter, more focused meetings that always end with clear decisions and action items — and how to avoid, shorten, or improve the meetings you are invited to so that your meeting time is always a genuine investment rather than a drain.

11 Digital time management — emails, notifications, and technology

Email and digital communication can consume hours of your day if not managed proactively. Learn specific systems for managing email efficiently, setting communication boundaries, using technology to support rather than interrupt your productivity, and reducing the mental load created by constant digital noise.

12 Energy management — working with your natural rhythms

Time management is not just about scheduling — it is about matching your most demanding tasks to your highest energy periods. Learn how to identify your personal peak performance hours, schedule different types of work to align with your natural energy cycles, and use rest, nutrition, and movement strategically to maintain sustained high performance throughout the day.

13 Work-life balance — time management beyond the office

True productivity includes having time and energy for life outside work. This module addresses the challenge of work-life balance — setting clear boundaries between work and personal time, protecting time for family, health, hobbies, and rest, and creating a sustainable rhythm that allows you to perform well professionally without sacrificing your personal well-being.

In the final module, you bring all the tools and techniques together into a single, coherent personal time management system. Your trainer helps you identify the specific combination of strategies that works best for your lifestyle, role, and goals — and you leave with a complete, actionable plan to implement immediately and sustain long after the course ends.

What You Will Be Able To Do After This Course

✓ Plan each day and week with clarity and purpose

✓ Prioritise tasks using the Eisenhower Matrix

✓ Overcome procrastination with practical techniques

✓ Protect focus and manage distractions effectively

✓ Say no confidently and delegate appropriately

✓ Run and attend more productive meetings

✓ Manage email and digital tools efficiently

✓ Achieve better work-life balance consistently

Who Is This Course For?

Working professionals

Anyone who feels overwhelmed by their workload and wants to work smarter, hit deadlines, and reduce daily stress.

Students

Students juggling coursework, exams, and activities who want to study smarter and feel more in control of their time.

Managers and entrepreneurs

Leaders who need to manage their own time effectively while also helping their teams work more productively.

Frequently Asked Questions

I have tried time management systems before and they never stick. Will this be different?

Yes. This course specifically addresses why most time management systems fail for most people — they are one-size-fits-all. This course helps you understand your personal working style, energy patterns, and specific challenges, and build a system that is customised to you — which is why it sticks.

I am already very busy. How will I find time to attend this course?

This is actually the most common thing people say — and the best reason to join. The techniques you learn in the very first few sessions will immediately free up time in your schedule. Most students find they have more time within the first week of applying what they learn.

Does this course cover digital tools and apps for time management?

Yes. The module on digital time management covers how to use technology — including email systems, calendar tools, and productivity apps — as an asset rather than a distraction. The focus is on the right approach and mindset, which works regardless of which specific tool you prefer to use.

How is the course conducted?

Contact us at 9036111000 or visit our office to learn about current batch schedules and available formats. Both individual and group formats are available to suit your schedule.

What Our Students Say

★★★★★

"I used to stay late at office every single day and still feel behind. After this course I leave on time, my work quality has improved, and I actually have evenings to myself. The prioritisation module changed everything for me."

Ravi K.

Senior Analyst, Bangalore

★★★★★

"The procrastination module was the biggest eye-opener. I finally understood why I kept delaying important tasks and had specific tools to break the pattern. My productivity has genuinely doubled since finishing this course."

Nalini S.

Freelance Designer, Bangalore

Take control of your time. Take control of your life.

Join GroomX Time Management Training and build the habits, systems, and strategies to achieve more — every single day.

Call us: 9036111000 | Visit our office in Bangalore anytime