



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 01 February 2026 To 05 February 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day course titled "Time and Task Management for Administrators" is designed to equip professionals in administrative roles with essential skills to effectively manage their time and tasks. Participants will explore various techniques and tools to enhance productivity, prioritize tasks, and achieve work-life balance. By the end of the course, they will be able to apply these strategies to their daily operations for improved efficiency and effectiveness.

- Understand the principles of time management and its importance for administrators.
- Identify time-wasting activities and learn strategies to minimize them.
- Develop skills to prioritize tasks effectively.
- Learn tools and techniques for task management and scheduling.
- Understand how to maintain focus and deal with distractions in a busy work environment.

## Course Outline

### Day 1: Introduction to Time and Task Management

- Overview of the course and objectives
- Importance of time and task management for administrators
- Identifying personal time management challenges
- The psychology of time management
- Setting realistic and achievable goals

### Day 2: Analyzing and Planning Your Time

- Conducting a time audit
- Understanding and categorizing tasks
- Creating an effective to-do list
- Techniques for scheduling and planning
- Identifying and managing prime productivity times

### Day 3: Prioritization and Decision-Making

- Understanding different prioritization methods
- Applying the Eisenhower Box for task prioritization
- Decision-making frameworks for administrators
- Balancing urgent and important tasks
- Handling procrastination and indecision

### Day 4: Tools and Techniques for Task Management

- Overview of task management software and apps
- Using calendars and planners effectively
- Implementing the Getting Things Done (GTD) method
- Leveraging technology for automation and efficiency
- Integrating task management tools into daily routines

### Day 5: Maintaining Productivity and Managing Interruptions

- Strategies for maintaining focus and motivation
- Creating a productive work environment
- Managing interruptions and distractions
- Techniques for stress management and work-life balance
- Reviewing progress and setting future objectives