



Consulting and Training | Reach New Heights

Course Name

Time Significance: Time and Self Management

Sector Name

Interpersonal Skills and Self Development

Document Type

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Time Significance: Time and Self Management

Course Introduction

If it's your job to eat a frog, it's best to do it first thing in the morning, and if it's your job to eat two frogs, it's best to eat the biggest one first. - **Mark Twain**

Time Management

You will discover in this training program why time management is not just logical; it's emotional. And how to take control of fear, worry, and guilt so you can make better decisions & what Permissions you must give yourself so you can have more peace, reduce stress, and get more done in less time by using the newest practical tools. Procrastination is such a big problem that there are numerous studies of it. If you are a procrastinator, I urge you to 'eat the frog first. 'The biggest thing that you need to get done. The thing we most avoid. The goal you haven't started on yet. Or the next big step you need to take on the way there.

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Target Audience

This course is designed for professionals and individuals seeking to enhance their productivity and efficiency through effective time management and self-management techniques.

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Learning Objectives

- ✓ Recognize the theories and history of time management
- ✓ Explore the myth of time management
- ✓ Identify dimensional thinking strategies for Time Management
- ✓ Know how to make decisions based not only on importance and urgency but also on significance
- ✓ Discuss how to embrace 3-dimensional thinking about time.

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Course Outline

✓ 01 Day One

The Truth About Time

- ✓ Time Management History & Theories
- ✓ One-Dimensional Thinking: Efficiency
- ✓ Two-Dimensional Thinking: Eisenhower Matrix
- ✓ Three-Dimensional Thinking: Significance

Emotional Time Management

- ✓ It is not just logical, but its Emotional too!
- ✓ Self-management Vs. Time management
- ✓ Multiplying your time
- ✓ What makes Multipliers different
- ✓ What does Significance really mean?
- ✓ Significant Calculation

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Course Outline

✓ **02 Day Two**

The Focus Funnel:

Permit the 5 Permissions

- ✓ **Eliminate:** The Permission to Ignore
- ✓ **Automate:** The Permission to Invest
- ✓ **Delegate:** The Permission of Imperfect
- ✓ **Procrastinate:** The Permission of Incomplete
- ✓ **Concentrate:** The Permission to Protect

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✓ **03 Day Three**

Eat That Frog! Take productivity to the next level

- ✓ **Find your biggest frog:** the most significant one
- ✓ **Stop Feeding the Frog:** Get More Done in Less Time
- ✓ Consequences of Doing Nothing
- ✓ Paul Jarvis' internalization questions
- ✓ How to use the **"Time Boxing"** Technique
- ✓ Ignite your professional productivity

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 8, 2026	Nov. 10, 2026	3 days	3250.00 \$	Morocco , Marakesh
May 24, 2027	May 26, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
Aug. 3, 2026	Aug. 5, 2026	3 days	3950.00 \$	South Africa , Cape Town
March 29, 2027	March 31, 2027	3 days	3250.00 \$	UAE , Abu Dhabi

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