BELIEVING IN AUTHENTIC LEARNING



Training Program

TIME MANAGEMENT IN MULTITASKING ERA

PACE | PACE Institute of Management



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TIME MANAGEMENT IN MULTITASKING ERA

03 Common "Time Traps" That Undermine Productivity

1. **Poor planning and weak prioritization** – No clear plan, unclear goals, and no defined priorities.
2. **Distractions & Interruptions** – Being easily diverted by emails, social media, phone calls, or office chatter, seemingly minor tasks can consume a significant portion of your time.
3. **Overcommitting** – Taking on too many responsibilities without realistically assessing your capacity. A common mistake for ambitious individuals is misjudging the time and energy needed to complete tasks effectively.

The "Time Management in Multitasking Era" Program is designed to help participants overcome these time traps by:

- **Develop a proactive time management mindset** – Understand the golden principle of distinguishing "important" from "urgent" to focus on the right priorities.
- **Applying scientific time management tools**– Plan, monitor, and eliminate non-essential tasks to optimize productivity.
- **Planning according to your capacity** – Confidently say "no" to unnecessary tasks to focus resources on what truly matters.

"Time management is not about working more, but about doing the right tasks at the right time."

PROGRAM PARTICIPANTS

- Corporate leaders and managers at all levels.
- Functional Directors, Heads/ Deputy Heads of Departments, Divisions, and Units.
- Professionals seeking to develop and master time management skills.

PROGRAM OUTCOMES

After completing this program, participants will be able to:

- Understand the pivotal role of time management in personal and organizational success.
- Identify common challenges and mistakes, and adopt the right mindset to proactively manage time instead of being passively busy.
- Apply essential time management principles (finiteness, prioritization, optimization, etc.) to daily work practices.
- Utilize proven processes, tools, and scientific time management methods integrated with technology and AI.
- Maintain and develop habits for effective time allocation and energy balance to sustain high performance over the long term.

PROGRAM OUTLINE

Part I. Time Management Overview & Mindset

- Identify common challenges and time-wasting habits.
- Key principles: finiteness – proactivity – prioritization – optimization – resisting temptations.
- Define priorities and distinguishing between "urgent" and "important."
- Identify "time thieves" and methods to overcome them.

Part II. Time Management Processes & Methods

- Steps for goal-based planning (SMART, MBO) and building annual/quarterly/monthly/weekly plans.
- Analyze personal and organizational resources.
- Apply technology and templates to manage and evaluate time usage.
- Use the Time Management Matrix (Four Quadrants) and Pareto 80/20 Principle in practice.
- Apply modern time management models: GTD, Time Blocking, Eat the Frog, Flowtime, etc.



PROGRAM DURATION

Duration: The total duration of the program is 02 sessions (equivalent to 06 hours). You can choose to study in the evening, weekdays or weekends. Please see the detailed schedule of upcoming courses on PACE's website: www.PACE.edu.vn.

Tuition: For the official fee and preferential policy for early fee transfer or group registration, please see details on PACE's website www.PACE.edu.vn or contact PACE's Training Consulting and Training Department.

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