

PRODUCTIVITY AND TIME MANAGEMENT CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Productivity and Time Management Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Productivity and Time Management Training Course schedule



About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across
global companies

PHILIPS

AXCESS
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO
أراسكو



أراسكو

EMERSON

accenture

VOLVO

AMA
AMERICAN MEDICAL
ASSOCIATION

sitel
group

@ignify

Atos

LEAR
CORPORATION

Importance of Productivity and Time Management Training

- ✓ With Productivity and Time Management Certification individuals become more efficient and gain insight into managing time and tasks that maximize both output and well-being. This attestation enables professionals with a better understanding of how time management directly fuels productivity. It provides participants with all knowledge on principles of Productivity Management and constructive methods of optimizing time. This can improve the lives of professionals from various realms from sports professionals to project managers helping them succeed in distinct job roles.
- ✓ Each participant is taught several ways, say, time management techniques, prioritization of tasks, organizing goals, and time during Productivity and Time Management Course. Productivity and Time Management Course also involves awareness of other productivity features on computers and smart devices like time tracking applications, project management, and note-taking software. At the end of training, individuals will have learned how to organize themselves, have increased concentration, low stress levels, and timely execution of work.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Productivity and Time Management Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in Productivity and Time Management can enroll in the Productivity and Time Management Training course.

PRODUCTIVITY AND TIME MANAGEMENT CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of Productivity and Time Management Training

Lesson 01 – Introduction to Productivity and Time Management

1.	Understanding Productivity and its Impact
2.	Importance of Effective Time Management
3.	Common Time Management Challenges
4.	Setting Clear Objectives and Goals
5.	Assessing Current Productivity

Lesson 02 – Time Audit and Self-Assessment

1.	Conducting a Time Audit
2.	Identifying Time Wasters
3.	Prioritising Tasks and Activities
4.	Assessing Time Management Style
5.	Recognizing Personal Time Management Triggers

Syllabus of Productivity and Time Management Training

Lesson 03 – Goal Setting and Prioritization

1.	Setting SMART Goals
2.	Prioritisation Techniques
3.	Creating Task Lists and Action Plans
4.	Balancing Short-Term and Long-Term Goals

Lesson 04 – Time Management Tools and Techniques

1.	Effective Calendar Management
2.	Using Digital and Analog Tools
3.	Time Blocking and Scheduling
4.	Batch Processing and Multitasking Strategies
5.	Dealing with Interruptions and Distractions

Syllabus of Productivity and Time Management Training

Lesson 05 – Proactive Vs Reactive Time Management

1.	Power of Proactive Planning
2.	Strategies for Handling Reactive Tasks
3.	Building a Daily Routine
4.	Anticipating and Preventing Time Management Pitfalls
5.	Importance of Saying No

Lesson 06 – Managing Email and Communication

1.	Email Organisation and Inbox Zero
2.	Effective Communication
3.	Reducing Email Overwhelm
4.	Setting Communication Boundaries
5.	Efficient Meeting Management

Syllabus of Productivity and Time Management Training

Lesson 07 – Stress Management and Work-Life Balance

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| 1. | Recognising Signs of Burnout |
| 2. | Stress Reduction Techniques |
| 3. | Pomodoro Technique |
| 4. | Creating Boundaries Between Work and Personal Life |
| 5. | Incorporating Relaxation and Self-Care Habits |

Exam Format of Productivity and Time Management Certification

Examination Format	
Exam Name	Productivity and Time Management Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Productivity and Time Management, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Productivity and Time Management exam.

Contact Us

support@unichrone.com



<https://unichrone.com/>

