

**MSS SUCCESS SPACES**

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TIME MANAGEMENT TRAINING IN THE PHILIPPINES

Managing Priorities, Focus, Workload, Energy, and Deadlines for Greater Workplace Productivity

A Practical and Customizable Corporate Training Program by Making Strong Success Corporation

TRAINING OVERVIEW

Employees rarely struggle with time because they lack clocks, calendars, planners, or task lists. Most workplace time-management challenges arise from unclear priorities, excessive commitments, frequent interruptions, competing requests, poor planning, procrastination, weak boundaries, unrealistic schedules, inefficient work habits, and insufficient follow-through.

Many employees begin the day with good intentions but become overwhelmed by urgent requests, messages, meetings, administrative work, unexpected problems, changing priorities, and tasks carried over from previous days.

Common workplace time-management challenges include:

- Starting the day without clear priorities
- Spending too much time on low-value activities
- Treating every request as equally urgent
- Accepting more work than available capacity
- Allowing notifications and interruptions to control the day
- Delaying difficult or unpleasant tasks
- Underestimating the time required to complete assignments
- Moving constantly between unrelated tasks
- Attending meetings without clear objectives
- Failing to reserve time for important but nonurgent work
- Working long hours without achieving the most important results
- Missing deadlines because concerns were raised too late
- Confusing busyness with productivity
- Depending on memory instead of a reliable task-management system
- Allowing other people's poor planning to become an automatic emergency
- Continuing ineffective routines without reviewing results

Time itself cannot be expanded, stored, borrowed, or recovered. Employees can only manage how they use their attention, energy, priorities, commitments, schedules, systems, and working relationships within the time available.

Effective time management therefore requires more than working faster. It involves making deliberate decisions about:

- What must be accomplished
- Why the work matters
- Which activities deserve priority
- What can be scheduled, delegated, simplified, postponed, or removed
- When focused work should happen

- How interruptions and requests should be managed
- What risks may affect deadlines
- How progress should be monitored
- When workload concerns must be communicated or escalated
- How sustainable productivity can be maintained

This **Time Management Training in the Philippines** equips participants with practical methods for assessing how they currently use their time, clarifying desired results, prioritizing responsibilities, planning realistic schedules, managing interruptions, overcoming procrastination, strengthening focus, negotiating competing demands, and building sustainable productivity habits.

The program does not promote constant urgency, excessive workloads, or working beyond healthy limits. Instead, it helps participants make better choices, organize commitments, protect high-value work, communicate constraints, and complete important responsibilities more consistently.

This program is ideal for organizations searching for:

- **Time Management Training in the Philippines**
- **Training on Time Management in the Philippines**
- **Managing Time Training in the Philippines**
- **Training on Managing Time in the Philippines**
- Effective Time Management Training in the Philippines
- Time and Productivity Management Training
- Workplace Productivity Training in the Philippines
- Personal Productivity Training
- Priority Management Training
- Managing Tasks and Deadlines Training
- Time Management Skills Training for Employees
- Time Management Training for Managers and Supervisors

Following the MSS **EnterTRAINment®** methodology, participants will not merely listen to productivity advice. They will analyze their time-use patterns, evaluate competing tasks, practice priority-setting, build realistic schedules, diagnose procrastination, respond to interruptions, negotiate workload conflicts, manage deadlines, and develop a practical Time Management Improvement Plan.

TRAINING GOAL

To strengthen participants' ability to manage priorities, workload, focus, energy, interruptions, commitments, and deadlines so they can complete important work more consistently, responsibly, efficiently, and sustainably.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the difference between time management, task management, attention management, energy management, and productivity.
2. Identify personal and organizational factors that reduce productive use of time.
3. Evaluate how current work habits affect output, quality, stress, and deadlines.
4. Distinguish busyness, activity, output, outcome, and meaningful productivity.
5. Clarify expected results before identifying tasks.
6. Distinguish urgent, important, routine, optional, and low-value work.
7. Apply practical criteria for setting priorities.
8. Identify high-value activities that deserve protected time.
9. Organize responsibilities using a reliable task-management system.
10. Break large or unclear assignments into manageable actions.
11. Estimate task duration more realistically.
12. Develop daily and weekly plans based on priorities and available capacity.
13. Use time blocking, batching, sequencing, and scheduling buffers appropriately.
14. Identify and manage common distractions and interruptions.
15. Strengthen focus and reduce unnecessary task switching.
16. Recognize the causes and patterns of procrastination.
17. Apply practical strategies for starting and completing difficult tasks.
18. Evaluate requests before accepting additional commitments.
19. Communicate competing priorities and workload constraints professionally.
20. Negotiate deadlines, scope, sequencing, support, or resource requirements.
21. Use delegation and collaboration appropriately.
22. Manage meetings, email, messages, and administrative tasks more efficiently.
23. Recognize early warning signs that a deadline is at risk.
24. Develop corrective and recovery actions for delayed work.
25. Establish practical productivity routines and review habits.
26. Apply the F.O.C.U.S. Time Management Framework.
27. Develop a Personal Time and Productivity Improvement Plan.

FROM POINT A TO POINT B

Point A: Common Time-Management Challenges	Point B: Desired Time-Management Capability
Employees begin the day by reacting to messages and requests	Employees begin with clear priorities and planned outcomes
Every task appears equally important	Work is evaluated according to urgency, importance, impact, and consequences
Employees stay busy but important work remains unfinished	Time and attention are directed toward high-value results
Large assignments remain vague and intimidating	Work is broken into clear, manageable, and schedulable actions
Daily plans contain more work than available capacity	Schedules reflect realistic time, workload, dependencies, and buffers
Employees frequently switch between unrelated tasks	Similar work is grouped and focused work is protected
Interruptions automatically control the schedule	Interruptions are assessed, managed, redirected, or scheduled appropriately
Difficult work is repeatedly postponed	Procrastination triggers are identified and addressed systematically
Employees accept every request immediately	Requests are evaluated against priorities, capacity, authority, and deadlines
Workload concerns are raised only after deadlines are missed	Constraints, conflicts, and risks are communicated early
Meetings and messages consume excessive productive time	Communication channels are used with clearer purpose and discipline
Employees rely mainly on memory	Responsibilities are maintained in a trusted task-management system
Delays lead to blame or last-minute overtime	Causes are identified and recovery actions are developed early
Productivity depends on motivation alone	Practical routines, systems, boundaries, and review habits sustain performance

ORGANIZATIONAL BENEFITS

This **Training on Time Management in the Philippines** can help organizations:

- Improve employee productivity and work completion
- Strengthen priority-setting and planning
- Reduce time spent on low-value activities
- Improve focus and concentration
- Reduce unnecessary task switching
- Improve deadline reliability
- Strengthen workload visibility
- Improve communication about competing priorities
- Reduce avoidable last-minute work
- Improve meeting and communication efficiency
- Strengthen personal accountability
- Improve coordination among employees and teams
- Reduce productivity losses caused by interruptions
- Improve the use of available working hours
- Support healthier and more sustainable work practices
- Reduce preventable stress associated with poor planning
- Strengthen a results-oriented workplace culture
- Improve employee confidence in managing responsibilities

ONE-DAY TIME MANAGEMENT TRAINING PROGRAM OUTLINE

Recommended Schedule: 8:00 AM–5:00 PM

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
8:00–10:00 AM	MODULE 1: UNDERSTANDING TIME USE, PRODUCTIVITY, AND PERSONAL WORK PATTERNS Understanding Time Management • Time management versus managing choices, priorities, attention, energy, and commitments • Why time cannot be managed directly • Personal responsibility and organizational conditions affecting productivity Busyness versus Productivity	Time-Use Reality Check Participants examine how they typically spend a working day and identify activities that create value, maintain operations, consume unnecessary time, or require improvement. Productivity Barrier Diagnosis Participants identify the internal and external factors that most frequently affect their focus, work completion, quality, and deadlines. Outputs:

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Activities, outputs, outcomes, and value • Visible busyness and hidden productivity loss • Why working longer does not always mean accomplishing more Recognizing Common Time Wasters • Unclear priorities • Repeated interruptions • Excessive task switching • Poorly planned meetings • Unnecessary checking and rechecking • Avoidable rework • Waiting for decisions or information • Disorganized files, tools, and workspaces • Low-value administrative activity Identifying Internal Productivity Barriers • Procrastination • Perfectionism • Indecision • Fear of failure or criticism • Difficulty saying no • Preference for easy tasks • Lack of routines and self-discipline Identifying External Productivity Barriers • Conflicting instructions • Unrealistic workloads • Changing priorities • Delayed approvals • Inefficient processes • Unclear responsibilities • Excessive meetings and communication • Insufficient tools or resources	• Time-Management Self-Assessment • Personal Time-Use Profile • Productivity Barrier and Improvement Map

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	Understanding Personal Productivity Patterns • High- and low-energy periods • Focus patterns • Common interruption sources • Productive and unproductive routines • Peak periods for demanding work	
10:00–10:15 AM	Morning Break	Participants take a short break before proceeding to priority-setting and workload-planning activities.
10:15 AM–12:00 NN	MODULE 2: SETTING PRIORITIES AND BUILDING REALISTIC DAILY AND WEEKLY PLANS Starting with Results • Clarifying what must be achieved • Expected output, quality, deadline, and stakeholder requirements • Distinguishing outcomes from activities Setting Priorities Systematically • Importance and urgency • Organizational impact • Customer or stakeholder impact • Risk and consequence of delay • Dependencies and commitments • Effort, value, and timing • Mandatory, strategic, operational, and optional work Using the Urgent–Important Matrix Responsibly • Important and urgent work • Important but nonurgent work • Urgent but lower-value work • Low-value or unnecessary work • Preventing important work from becoming urgent	Priority-Setting Challenge Participants evaluate a realistic list of competing tasks and rank them using urgency, importance, impact, dependencies, and consequences. Work Breakdown and Next-Action Exercise Participants convert a broad or delayed responsibility into specific, manageable, and schedulable actions. Daily and Weekly Planning Laboratory Participants create a realistic schedule that reflects priorities, fixed commitments, estimated effort, available capacity, and buffers. Outputs: • Priority Decision Matrix • Personal Task-Management Structure • Weekly Productivity Plan • Daily Time-Blocked Schedule

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	Developing a Reliable Task-Management System • Capturing commitments • Clarifying next actions • Organizing tasks by project, responsibility, deadline, context, or priority • Maintaining one trusted source of work commitments • Separating calendars, task lists, notes, and reference information Breaking Down Large Assignments • Converting vague work into specific actions • Identifying first steps, dependencies, and decision points • Creating manageable work packages Estimating Time More Realistically • Effort versus elapsed time • Historical information and past experience • Complexity, quality, interruptions, approvals, and rework • Avoiding optimism bias Planning the Week and Day • Weekly outcomes and major commitments • Daily priorities • Fixed versus flexible work • Time blocking and scheduling • Buffers for unexpected demands • Avoiding overloading the calendar	
12:00–1:00 PM	Lunch Break	Participants take their lunch break and prepare for the afternoon focus, interruption, procrastination, and workload-management simulations.
1:00–3:00 PM	MODULE 3: STRENGTHENING FOCUS, MANAGING	Focus and Distraction Audit

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	INTERRUPTIONS, AND OVERCOMING PROCRASTINATION Understanding Attention as a Limited Resource • Focus, concentration, and cognitive energy • The cost of frequent task switching • Attention residue and incomplete work • Matching demanding tasks with high-focus periods Protecting Focused Work • Time blocking • Focus intervals and planned breaks • Environmental adjustments • Notification and device management • Establishing availability and response expectations • Creating visible signals for protected work Batching and Sequencing Work • Grouping similar tasks • Separating creative, analytical, administrative, and communication work • Reducing setup and transition time • Sequencing work based on energy, dependencies, and deadlines Managing Interruptions • Necessary versus avoidable interruptions • Urgent requests versus perceived urgency • Clarifying the concern, required result, and actual deadline • Redirecting, scheduling, delegating, or declining interruptions • Returning to interrupted work	Participants identify their most common sources of distraction and design practical environmental, technological, behavioral, and communication controls. Interruption-Management Role-Play Participants practice responding to unscheduled requests while clarifying urgency, negotiating timing, and protecting existing commitments. Procrastination Breakthrough Workshop Participants diagnose a repeatedly delayed task and create a practical start-to-completion strategy. Outputs: • Focus Protection Plan • Interruption Response Guide • Communication and Notification Rules • Personal Procrastination Breakthrough Plan

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	efficiently Managing Email, Messages, and Notifications • Intentional checking schedules • Determining whether to reply, act, delegate, schedule, archive, or delete • Avoiding excessive copying and unnecessary message chains • Selecting the appropriate channel Understanding Procrastination • Avoidance, uncertainty, difficulty, boredom, perfectionism, fear, and low perceived value • Productive delay versus harmful procrastination • Recognizing personal triggers Practical Strategies for Starting and Completing Work • Defining the smallest useful next action • Using short-start commitments • Breaking difficult work into stages • Creating early internal deadlines • Using accountability and progress visibility • Rewarding completion rather than avoidance Maintaining Energy for Sustainable Productivity • Breaks, hydration, movement, rest, and work rhythm • Recognizing declining concentration and decision quality • Avoiding unsustainable urgency and chronic overwork	

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
3:00–3:15 PM	Afternoon Break	Participants take a short break before the final workload, deadline, delegation, recovery, and habit-building module.
3:15–5:00 PM	MODULE 4: MANAGING WORKLOAD, DEADLINES, COMMITMENTS, AND SUSTAINABLE PRODUCTIVITY Evaluating New Requests Before Committing • Required result and business value • Actual urgency and deadline • Scope and quality expectations • Dependencies and required inputs • Available time and capacity • Authority to approve or reprioritize work Managing Competing Priorities • Requests from different managers or stakeholders • Conflicting deadlines • Strategic versus operational work • Reprioritizing without abandoning accountability • Seeking clarification and decision support Communicating Workload Constraints Professionally • Presenting facts rather than excuses • Explaining current commitments and available capacity • Offering options and trade-offs • Requesting a priority decision • Negotiating scope, quality, sequence, support, or deadline Using Delegation and Collaboration Appropriately • What may be delegated • Matching tasks with capability and	Competing-Priorities Simulation Participants respond to several simultaneous requests, determine what requires clarification or reprioritization, and prepare a professional workload conversation. Deadline-Recovery Challenge Teams diagnose an at-risk assignment and prepare a recovery plan containing revised priorities, actions, support requirements, and communications. Productivity System Design Workshop Participants integrate their priorities, task system, calendar, focus practices, communication rules, and review routine into a practical personal productivity system. Final Outputs: • Workload and Capacity Assessment • Priority Negotiation Conversation Guide • Deadline Recovery Plan • Personal Productivity System • Time Management and Productivity Improvement Plan

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	authority • Clarifying outputs, standards, deadlines, and follow-up • Avoiding dumping work without support • Coordinating shared responsibilities Managing Deadlines Proactively • Defining completion criteria • Working backward from the deadline • Establishing internal milestones • Monitoring progress and remaining effort • Identifying early warning indicators Responding to At-Risk and Missed Deadlines • Identifying the cause of delay • Assessing impact • Reprioritizing and resequencing work • Securing additional support or information • Renegotiating commitments responsibly • Communicating recovery actions early Making Meetings More Time-Efficient • Determining whether a meeting is necessary • Defining the required outcome • Inviting only necessary participants • Preparing decisions and information in advance • Timeboxing discussion • Assigning actions, owners, and deadlines Building Sustainable Productivity Habits • Start-of-day planning • End-of-day review	

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Weekly review and reprioritization • Calendar and task-list maintenance • Monitoring personal productivity indicators • Adjusting systems when they stop working Applying the F.O.C.U.S. Time Management Framework • Integrating time awareness, priorities, schedules, focus, communication, and continuous improvement	

THE F.O.C.U.S. TIME MANAGEMENT FRAMEWORK

F — Find Where Time and Attention Go

Understand current work patterns before attempting to improve them.

- Examine how working time is used
- Identify productive and unproductive patterns
- Recognize major interruptions and distractions
- Identify high- and low-energy periods
- Separate personal habits from organizational barriers

O — Organize Outcomes, Priorities, and Commitments

Begin with important results rather than an unstructured list of activities.

- Clarify expected outcomes
- Evaluate urgency and importance
- Consider impact and consequences
- Capture all commitments
- Eliminate, postpone, simplify, or delegate lower-value work

C — Create Realistic Plans and Protected Focus

Convert priorities into practical schedules and focused execution.

- Break work into manageable actions
- Estimate time realistically
- Block time for important work
- Batch and sequence related activities
- Include scheduling buffers

U — Use Boundaries, Communication, and Support

Manage demands through responsible conversations and collaboration.

- Clarify requests and deadlines
- Communicate workload constraints
- Negotiate priorities and trade-offs
- Delegate appropriately
- Escalate conflicts before commitments fail

S — Sustain Habits, Review Results, and Improve

Build a productivity system that remains useful over time.

- Conduct daily and weekly reviews
- Monitor progress and deadlines
- Identify recurring causes of delay
- Adjust plans when conditions change
- Reinforce effective routines and remove ineffective practices

TIME MANAGEMENT TOPICS COVERED

Depending on the client's requirements, the program may cover:

1. Time-management fundamentals
2. Attention and energy management
3. Busyness versus productivity
4. Time-use assessment
5. Internal and external time wasters
6. Productivity barriers
7. Goal and outcome clarification
8. Priority-setting criteria
9. Urgent and important work
10. Task-management systems
11. Work breakdown
12. Task-duration estimation
13. Daily planning
14. Weekly planning
15. Time blocking
16. Work batching
17. Task sequencing
18. Scheduling buffers
19. Focus and concentration
20. Distraction management
21. Interruption management
22. Email and message management
23. Procrastination

24. Perfectionism and indecision
25. Workload and capacity management
26. Competing priorities
27. Deadline management
28. Delegation and collaboration
29. Workload conversations
30. Meeting efficiency
31. Deadline recovery
32. Productivity routines
33. Daily and weekly reviews
34. Sustainable performance

COMMON TIME-MANAGEMENT MISTAKES COVERED

Participants learn how to avoid:

1. Beginning the day without identifying priorities
2. Treating every task as equally important
3. Measuring productivity only by hours worked
4. Responding to messages before reviewing planned commitments
5. Keeping tasks in several disconnected systems
6. Depending on memory
7. Writing vague tasks that do not indicate the next action
8. Filling every minute of the calendar
9. Underestimating task duration
10. Ignoring approval and information dependencies
11. Scheduling difficult work during low-energy periods
12. Constantly switching between unrelated activities
13. Allowing every notification to interrupt work
14. Checking email continuously
15. Attending meetings without knowing the required outcome
16. Accepting new work without clarifying expectations
17. Saying yes before checking capacity
18. Allowing another person's urgency to override all existing commitments
19. Failing to communicate conflicting priorities
20. Raising workload concerns only after missing the deadline
21. Delaying difficult work until the last possible moment
22. Waiting for motivation before starting
23. Pursuing perfection when the requirement is satisfactory completion
24. Delegating without clarifying outcomes and follow-up
25. Working longer instead of correcting inefficient processes
26. Repeatedly carrying unfinished tasks into the next day
27. Confusing multitasking with productivity

28. Skipping breaks until concentration declines
29. Treating chronic overtime as a normal productivity strategy
30. Failing to review and improve the personal productivity system

SAMPLE WORKPLACE SITUATIONS

Training activities may involve:

- Several managers assigning urgent work simultaneously
- A large report repeatedly postponed
- Daily schedules disrupted by messages and interruptions
- An employee attending back-to-back meetings
- Competing operational and project responsibilities
- An important task delayed by perfectionism
- A deadline threatened by missing information
- A manager requesting additional work without changing priorities
- Employees spending excessive time responding to email
- A team repeatedly working overtime before deadlines
- Tasks dependent on approvals from another department
- Work being redone because requirements were unclear
- An employee struggling to focus while working remotely
- Administrative work consuming time intended for strategic tasks
- A delayed assignment requiring recovery and renegotiation

Cases may be customized according to the client's industry, work environment, employee responsibilities, recurring productivity concerns, and preferred tools.

TRAINING METHODS

Consistent with the MSS **EnterTRAINment®** approach, this **Managing Time Training in the Philippines** minimizes lengthy lectures and maximizes self-assessment, planning, decision-making, simulation, coaching, reflection, and workplace application.

Training methods include:

- Interactive facilitator-led discussions
- Time-use self-assessment
- Productivity-barrier diagnosis
- Priority-setting exercises
- Task-breakdown activities
- Daily and weekly planning laboratories
- Time-blocking exercises
- Focus and distraction audits

- Interruption-management role-plays
- Procrastination analysis
- Competing-priority simulations
- Workload negotiation practice
- Deadline-recovery challenges
- Productivity-system development
- Peer feedback
- Facilitator coaching
- Workplace action planning

TARGET PARTICIPANTS

This **Time Management Training in the Philippines** is suitable for:

- Rank-and-file employees
- Administrative and support personnel
- Technical and functional employees
- Professionals
- Project team members
- Team leaders
- Supervisors
- Managers
- Department heads
- Remote and hybrid employees
- Customer-facing employees
- Employees handling multiple responsibilities
- Employees managing recurring deadlines
- Newly hired or newly promoted employees
- Employees seeking stronger productivity habits

The program may be customized for mixed employee groups, individual departments, frontline employees, professionals, supervisors, managers, remote teams, project teams, or high-workload functions.

EXPECTED PARTICIPANT OUTPUTS

Participants will complete:

1. Time-Management Self-Assessment

Evaluating:

- Priority-setting habits
- Planning practices
- Focus and distraction patterns

- Procrastination tendencies
- Workload communication
- Deadline reliability
- Review and follow-through routines

2. Personal Time-Use Profile

Identifying:

- High-value work
- Routine and maintenance work
- Low-value activities
- Time wasters
- Recurring interruptions
- High- and low-energy periods
- Opportunities for improvement

3. Priority Decision Matrix

Containing:

- Task or responsibility
- Expected result
- Importance
- Urgency
- Organizational or stakeholder impact
- Risk of delay
- Required action
- Priority level

4. Weekly Productivity Plan

Showing:

- Weekly outcomes
- Major priorities
- Fixed commitments
- Focus blocks
- Administrative work
- Communication periods
- Scheduling buffers
- Review periods

5. Focus Protection Plan

Containing:

- Common distractions
- Interruption sources
- Environmental controls
- Notification rules

- Availability expectations
- Planned focus periods
- Recovery method after interruptions

6. Procrastination Breakthrough Plan

Identifying:

- Delayed task
- Reason for delay
- Smallest useful next action
- Work stages
- Internal milestones
- Accountability support
- Completion commitment

7. Workload and Capacity Assessment

Showing:

- Current commitments
- Required effort
- Available time
- Conflicting deadlines
- Capacity gap
- Work requiring reprioritization
- Support or decision required

8. Deadline Recovery Plan

Containing:

- At-risk deliverable
- Cause of delay
- Remaining work
- Revised sequence
- Required support
- Communication action
- Recovery milestone
- Responsible owner

9. Time Management and Productivity Improvement Plan

Identifying:

- Productivity concern
- Desired habit or practice
- Specific action
- Required support
- Start date
- Progress measure

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- Review schedule

DELIVERY OPTIONS

The program may be delivered as:

- Onsite or face-to-face in-house training
- Live instructor-led online training
- Hybrid training
- Half-day Time Management essentials session
- One-day Time Management workshop
- Two-day Time and Productivity Management program
- Time Management for Employees
- Time Management for Supervisors and Managers
- Time Management for Remote and Hybrid Workers
- Managing Priorities and Deadlines Training
- Time, Stress, and Productivity Management Training
- Customized productivity-improvement workshop

A two-day format is recommended when participants need deeper practice in managing competing priorities, negotiating workload, addressing productivity barriers, redesigning work routines, and developing department-level productivity improvements.

RECOMMENDED CUSTOMIZATION INPUTS

The client may provide nonconfidential information regarding:

- Typical employee responsibilities
- Work schedules
- Remote, onsite, or hybrid arrangements
- Common deadlines
- Recurring productivity concerns
- Meeting practices
- Communication channels
- Workload and staffing challenges
- Approval and decision processes
- Common interruption sources
- Existing productivity tools
- Desired workplace behaviors and outcomes
- Target participants' roles and experience

Confidential employee-performance records, protected personal information, and sensitive operational data are not required.

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FREQUENTLY ASKED QUESTIONS

What is Time Management Training?

Time Management Training in the Philippines develops participants' ability to clarify priorities, plan work, manage focus, reduce distractions, overcome procrastination, handle competing demands, and meet deadlines more consistently.

Can time really be managed?

Time itself cannot be controlled. The program teaches participants to manage their choices, priorities, attention, energy, commitments, schedules, systems, and communication within the time available.

Who should attend this program?

The program is suitable for employees, professionals, team leaders, supervisors, managers, administrative personnel, technical staff, remote workers, and anyone handling multiple responsibilities and deadlines.

Does the training cover prioritization?

Yes. Participants learn how to evaluate work according to urgency, importance, organizational impact, stakeholder requirements, dependencies, effort, and consequences of delay.

Does the training cover procrastination?

Yes. Participants identify common procrastination triggers and develop practical strategies for starting, progressing, and completing delayed assignments.

Does the program include stress management?

The program addresses productivity-related stress caused by unclear priorities, poor planning, workload conflict, interruptions, and deadline pressure. A dedicated Workplace Stress Management and Resilience Training program provides deeper coverage.

Does it cover managing multiple tasks?

Yes. Participants learn how to capture, organize, prioritize, schedule, sequence, batch, monitor, and renegotiate competing work commitments.

Does the training teach employees how to say no?

Participants learn how to evaluate requests, communicate capacity, explain trade-offs, seek priority decisions, and negotiate scope, timing, sequencing, or support professionally rather than rejecting responsibilities without discussion.

Is the program suitable for managers?

Yes. It may be customized to include delegation, workload allocation, meeting efficiency, team priorities, decision delays, and protecting employees from avoidable urgency.

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Can the program be delivered online?

Yes. The program may be conducted through live online training using digital self-assessments, breakout-room exercises, planning templates, role-plays, shared schedules, and facilitator coaching.

Can participants use their actual schedules and responsibilities?

Yes. Participants may apply the tools to nonconfidential responsibilities, calendars, workloads, and deadlines from their actual work.

RELATED TRAINING PROGRAMS

Organizations may also consider:

- Managing Multiple Tasks, Priorities, and Deadlines Training
- Workplace Stress Management and Resilience Training
- Effective Meeting Management Training
- Problem-Solving and Decision-Making Training
- Work Ethics Training
- Work Attitude and Values Enhancement Training
- AI for Workplace Productivity Training
- 5S Workplace Organization Training
- Lean and Kaizen Continuous Improvement Training
- Effective Business Communication Training
- Delegation Training
- Project Management Training

WHY CHOOSE MSS CORPORATION?

Making Strong Success Corporation delivers practical and customizable corporate training programs based on actual workplace, productivity, leadership, communication, performance, and operational challenges.

Our approach combines:

- Practical time-management frameworks
- Realistic workplace situations
- Time-use and productivity diagnostics
- Priority-setting activities
- Daily and weekly planning exercises
- Focus and distraction management
- Procrastination-breakthrough tools
- Workload and deadline simulations
- Professional priority-negotiation practice
- Facilitator coaching and peer feedback
- MSS EnterTRAINment® learning methods

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- Workplace action planning

This **Training on Managing Time in the Philippines** is designed not merely to teach participants to make longer task lists. It helps them choose what matters, organize commitments, protect focus, communicate constraints, manage deadlines, and build sustainable habits that improve workplace productivity.

REQUEST A CUSTOMIZED PROGRAM

Organizations searching for **Time Management Training in the Philippines**, **Training on Time Management in the Philippines**, **Managing Time Training in the Philippines**, or **Training on Managing Time in the Philippines** may request a customized program based on their workforce, operating environment, work schedules, productivity challenges, communication practices, and desired outcomes.

Clarify what matters. Plan realistically. Protect your focus. Communicate constraints. Complete important work consistently.