

EMPOWERING TALENTS SERIES

2026



IDRAK



CLASSROOM WORKSHOP

**PLANNING
AND
PRIORITIZING**

TIME MANAGEMENT

2 DAYS

Dr. Laila
SHAHROUR

Program

OVERVIEW

UNLOCK THE SECRETS OF EFFECTIVE TIME MANAGEMENT WITH THE PLANNING AND PRIORITIZING COURSE. LEARN TO EFFICIENTLY ALLOCATE YOUR HOURS, MASTER THE ART OF SETTING ACHIEVABLE GOALS, AND DISCOVER INNOVATIVE STRATEGIES FOR PRIORITIZING TASKS. ELEVATE YOUR PRODUCTIVITY, REDUCE STRESS, AND ACHIEVE A BALANCED, SUCCESSFUL PERSONAL AND PROFESSIONAL LIFE.

Key TAKEAWAYS



- **PLAN TIME EFFECTIVELY TO FOCUS ON WHAT MATTERS MOST**
- **SET CLEAR, ACHIEVABLE GOALS**
- **PRIORITIZE TASKS FOR MAXIMUM IMPACT**
- **IMPROVE PRODUCTIVITY AND FOCUS**
- **REDUCE STRESS AND MAINTAIN BALANCE**

Why ATTEND?

- **GAIN HANDS-ON PRACTICE WITH REAL WORK SCENARIOS**
- **LEARN PRACTICAL TOOLS YOU CAN APPLY IMMEDIATELY**
- **IMPROVE FOCUS ON HIGH-IMPACT PRIORITIES**
- **WORK SMARTER, NOT LONGER, WITH PROVEN TECHNIQUES**
- **REDUCE DAILY PRESSURE AND MISSED DEADLINES**
- **BUILD SUSTAINABLE HABITS FOR CONSISTENT PERFORMANCE**

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