

Time Management in English

In this training, you learn to create order in your schedule, maintain a healthy work-life balance, and achieve more results in less time.



No matter how hard you work, your schedule is always filled to the brim. Sometimes, you feel like there are just too few hours in a day. Would you like to take control of your time? Do you want to achieve more without feeling rushed? In this training, you learn to better set goals, plan, and set clear priorities. You gain insight into the bottlenecks in your own time management. This training enables you to create the foundation for effective time management - in a short time, of course. You learn to create order in your schedule, maintain a healthy work-life balance, and achieve more results in less time.

Features

Study duration	2 weeks
Investment	€1,295.-
Number of locations	17

Unique benefits



- ✓ Lots of tips and tailored feedback for more structure in your work
- ✓ You become aware of your pitfalls
- ✓ Positive and practical approach with like-minded people in a group

Result



- ✓ Gain awareness and insight into your own ways of working
- ✓ You learn to create and maintain more structure in your work
- ✓ You can create and maintain order in your own tasks
- ✓ You organise your time more effectively in accordance with goals and priorities
- ✓ You learn to deal with time wasters
- ✓ You master the skills necessary for effective time management
- ✓ You work more efficiently using email
- ✓ You know how to create order in your workplace and have greater job satisfaction

Target audience



Anyone who wants to improve their time management skills and work more efficiently and in a more relaxed way.

Programme



Day 1 - Your Time Management: The basics

- What is your time management need?
- Success factors for actually achieving your goals
- Increasing your influence by acting proactively
- Creating order and overview
- How do you systematically determine your priorities?
- Incorporating your priorities into your daily actions

Day 2 - Your time management: How do you actually spend your time?

- Time to win: How can you save time?
- What does your perfect working day look like?
- Act in line with your priorities, also by saying no
- Stress: how to recognise the signs, and dealing with it effectively.

Study method



Intake

Prior to the training, you complete an intake form, answering a number of questions about your specific personal situation. These questions will help you clearly define your development goal.

Sessions

You learn to put time management techniques into practice in an engaging and interactive way during the sessions.

Experienced trainers

An experienced trainer guides the classroom sessions focusing on your learning needs. Your trainer is an expert, but above all your personal coach.

Online learning environment

In addition to the interactive classroom days, you work in a rich online learning environment that supports you in the learning process and helps you prepare for the sessions effectively. After completing the training, you continue to have one year access to all online resources for further deepening and reference.

Personal Action Plan

To conclude the training, you prepare a personal action plan. This will support you in applying the lessons learned in your daily practice.

ICM certificate

If you have completed the entire training, you are awarded the ICM certificate.

Locations & date



This training takes 2 days. Please allow for approximately 4 hours of preparation for each training day.

The training is provided in Alkmaar, Amsterdam, Apeldoorn, Arnhem, Breda, Den Bosch, Den Haag, Eindhoven, Enschede, Groningen, Heerenveen, Maastricht, Online Virtual Classroom, Roermond, Rotterdam, Utrecht and Zwolle.

Sep 2026 Tu 01-09 Tu 15-09

Sep 2026 Fr 04-09 Fr 25-09

Nov 2026 We 04-11 We 18-11

Nov 2026 Fr 06-11 Fr 20-11

Jan 2027 Tu 12-01 Tu 26-01

Jan 2027 Fr 15-01 Fr 29-01

May 2027 We 12-05 We 26-05

May 2027 Fr 14-05 Fr 28-05

Sep 2027 Tu 07-09 Tu 21-09

Sep 2027 Fr 10-09 Fr 24-09

Nov 2027 We 03-11 We 17-11

Nov 2027 Fr 05-11 Fr 19-11

Investment



The investment is €1,295.-.

This excludes € 57.50 per day for the day arrangement or € 25.00 per evening for the evening arrangement.

VAT

The total investment is excl. VAT. Exemption from VAT is possible. In that case you pay 10% on top of the investment price.

[More information](#)

Financing

There are various options for subsidies for both employers and private individuals to follow a training.

[More information](#)

Possibilities for your employer

Many employers have a training budget that allows employees to develop and grow in their career. You can find out what the options are within your organization by checking your terms of employment or by checking with your manager or HR.

Invoice

The invoice for this course will be sent after the first meeting. If you would like to receive it beforehand, you can mention this in the comment section of your enrolment form.

Study method Virtual Classroom

When you attend this course in the Virtual Classroom, [this study method](#) applies.

Incompany

ICM also offers this course [incompany](#), tailor-made for your organisation.

Advice



For more information and registration look at:

<https://www.icm.nl/opleidingen-en-trainingen/persoonlijke-effectiviteit/time-management-in-english/>

Or call 030 - 29 19 888 for a personal study advise