

TRAINING AGENDA – FROM 4 HOURS TO 1 DAY TRAINING

TIME & SELF-MANAGEMENT

1. Topics covered during the training

- Setting objectives
- Planning
- Evaluation and decision-making
- Time types
- Organization and systems
- Implementation in daily routine
- Monitoring
- Time management for information and communication

2. The theory

- Time & self-management in the modern world
- Time & self-management across the globe – comparison

3. The practicalities

- Setting objectives
 - Company and personal objectives
 - Clear objectives: SMART objectives
- Planning
 - Basic rules of time planning
 - Planning units: day – week – month – year
 - ALPEN methods

- Evaluation and decision-making
 - Efficiency versus effectiveness
 - ABC tasks, Pareto principle, Eisenhower principle
- Time types
 - DISG model
 - Four times types – four times strategies
- Organization and systems
 - Virtual and tangible filing systems
 - Mail management
 - Time planning systems
- Implementation in daily routine
 - Performance curve
 - Start of the day, course of the day, end of the day
 - Relieving workload: elimination, delegation, rescheduling, rationalisation
- Monitoring
 - Procedure monitoring
 - Results monitoring
 - Daily review / self-monitoring
- Time management for information and communication
 - Efficient reading
 - Efficient meetings
 - Efficient phone calls

The diary of many employees as well as managers is so full that there is little time left for management responsibilities and strategic planning.

Time management means controlling your own time and work instead of allowing them to control you.

The participants in this seminar learn a range of proven and new strategies that help them to organise themselves better, to set priorities and to carry out or to delegate tasks more efficiently.

Tools are provided for the target-oriented setting of priorities, time planning and delegation and applied to the participants' own work situations.

The participants learn strategies tailored to their kind of work and objectives. This helps them to find and benefit from their own tools, allowing them to gain control of time and focus on key responsibilities.