



Time Management

A course on capitalization of a valuable business product

In order to succeed in today's demanding business environment, it is imperative to fully utilize the limited and costly commodity of time. The effective use of time has a significant and immediate influence on professional development and personal well-being.

Concept

This one-day seminar addresses the individual, personal organizational skills of the participants with the aim to improve their effectiveness through structured use of the limited time available. The participants are shown a basic system of organizational characteristics that are then adapted in style to suit their individual personality.

Objective

Provide the participants with the necessary knowledge to work in a structured and effective manner that will enhance and improve their individual performance.

Main Topics

- Value of time
- About objectives
- Key areas and grouping
- Activity analysis
- Time management & planning
- Pareto principle
- Importance versus urgency
- Addressing "time traps"
- Priorities
- Stress
- Personal organization
- Methodology

Benefits

The participants will leave with an enhanced sense of the value, cost and ownership of time. The acquired knowledge will allow them to work more effectively and enable them to appropriately handle and prioritize heavy workloads.

Costs

The training groups consist normally of a minimum of 8 to a maximum of 12 participants. The fee is subject to actual location and services included.