



## Successful Time Management

**Goal:**

This workshop examines the different systems and instruments of time and self-management. It also develops an individual profile of personal behavioural strengths and deficits with the participants. With the help of simple time management techniques, participants learn step by step how to effectively plan their day and week, set priorities, define goals and work efficiently.

**Target group:**

Employees, project and team leaders, professionals and executives who want to use their time efficiently

**Content:**

- What is time management?
- Personal strengths and weaknesses in working style
- Disruptive factors
- Time balance
- Formulating, setting and achieving goals
- How to do it
- Setting priorities
- Organising your workplace
- Recognising and using performance curves
- Action plan for implementation in practice

**Methods:** Presentation, practical examples, individual and group exercises

**Duration:** 2 days

**Group size:** max. 8 people

