

Working more efficiently

Time Management and Self organization

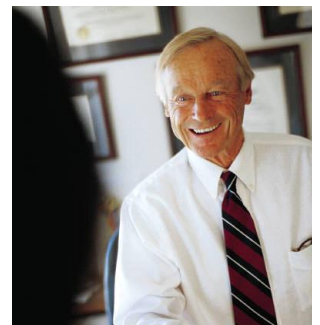
Seminar objectives

The participants will

- Recognize the setting of objectives as a basis for an active life
- Learn to understand and use fundamental criteria of setting goals and priorities to reach ones goals
- Learn methods of self-discipline, self-organization and self-motivation
- Be able to plan an efficiently structured day-schedule
- Know how to delegate tasks
- Learn to say NO in the right way
- Learn to make meetings more efficient
- Get a better understanding of a positive attitude, courage and consequence as a key of achieving objectives
- Recognize the own weakness and strength in one's time management and finding out how to improve planning

Contents

- Defining principles
- Objections and influence of criteria of goals
- Pareto – Principle, Eisenhower-Principle (ABC-Analysis)
- Productivity curve, ALPES - Method (day plan)
- Saw blade- effect (calm hours)
- Interference factors
- Used to postpone
- Meetings
- Rational waste basket
- Delegation of tasks
- How to say NO
- Self-full-filling-prophecy



Methods

- Lectures
- Group work
- Single work
- Exercise
- Case studies

Organisation

- Target Groups
 - Managers
 - Perons in Leadership function and others
- Period
 - 2 days