

Self-organization and Time Management

Seminar objectives

The participants

- Get aware of the effects of objectives
- Know the criteria's to establish objectives and priorities
- Learn to use the methods of self-discipline, self-organisation and self-motivation
- Will be able to plan an effective day schedule
- Know to delegate
- Will be able to say No in a correct way
- Do meetings more efficient
- Understand a positive attitude, courage and consequence as key to achieve their objectives
- Get to know their own strength and weakness doing time management and they will create a plan to become more efficient

Contents

- Objectives and the their effect
- Pareto – Principle , Eisenhower-Principle (ABC-Analysis), Priorities
- Power curve
- ALPEN - Method (day's schedule, to do list)
- Saw-Blade-Effect
- Follow-up
- Disruptive factors
- Procrastination
- Meetings
- The efficient wastepaper basket
- Delegation
- Saying No
- Self-full-filling-prophecy, Attitude
- Work organisation (Outlook)



Methods

- Lectures
- Group work
- Role-play
- Feedback

Organisation

- Target Groups
 - Service Manager
- Period
 - 1 day